

Australasian University Safety Association

Minutes of the AUSA Biennial General Meeting held on 5th July 2011 at the UQ Centre at the University of Queensland, Queensland.

The Australasian University Safety Association (AUSA) Biennial General Meeting (BGM) was held in the UQ Centre, University of Queensland commencing at 11:30 am on Tuesday 5th July at 2011. The AUSA President, Michael Flannery (Southern Queensland), chaired the meeting.

1. Present (33 members, 13 non members)

AUSA Members (33)

| | |
|------------------|-------------------------------------|
| Narelle Stubbins | Central Queensland University |
| Vivian Murphy | Central Queensland University |
| Horst Walter | Charles Darwin University |
| David Tallentire | Charles Sturt University |
| Chris Miller | CSIRO |
| Mike Gavin | Edith Cowan University |
| Stewart Allen | Flinders University |
| Suzanne Chandler | Griffith University |
| Glen Kerridge | Griffith University |
| Joan Clipsham | La Trobe University |
| Doug Pringle | Massey University |
| Janelle Hobbins | Queensland University of Technology |
| Steve McFarlane | Southern Cross University |
| Gerald Butfield | University of Adelaide |
| Deb Coulls | University of Adelaide |
| Didier Leclere | University of Ballarat |
| Stewart Riddel | University of Ballarat |
| Stefan Delaney | University of Melbourne |
| Daphne McCurdy | University of New England |
| Diane Bunch | University of Newcastle |
| Andrea McMillan | University of Otago |
| Gary Chaplin | University of Queensland |
| Greg Tate | University of Queensland |
| Ian Furness | University of South Australia |
| Michael Flannery | University of Southern Queensland |
| Rob Holmes | University of Southern Queensland |
| Colin Chua | University of Sydney |
| Jon D'Astoli | University of Sydney |
| Campbell Lee | University of Technology Sydney |
| Mike Rafferty | University of Western Australia |
| Daniel Leo | University of Wollongong |
| Darren Smith | University of Wollongong |
| Tony Hendy | Walter Eliza Hall Institute |

Non Members (13)

| | |
|-------------------|-----------------------------------|
| Glyn Whitworth | Australian National University |
| Sherry Prince | Charles Darwin University |
| Melissa Lombe | Charles Sturt University |
| Cliff Verhagen | Monash University |
| Ray Gilbert | University of Auckland |
| Steve Richardson | University of Newcastle |
| David Franks | University of Queensland |
| Mark Lynne | University of Queensland |
| James Farrell | University of Southern Queensland |
| Tina McDonald | University of Technology Sydney |
| Alexandra Tillman | University of Western Sydney |
| Michael Negendahl | University of Wollongong |

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|-------------|--------------------------|
| Dylan Smith | University of Wollongong |
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2. Minutes of the Previous Biennial General Meeting

The minutes of the previous Biennial General Meeting held in conjunction with the 2009 AUSA Conference in the Holme Building Refectory, University of Sydney on 10th July 2009 was approved (with minor edits) following an email notification to members on 12th August 2009 with comments required by 18th September 2009.

3. Secretary's Report

The AUSA Secretary, Mike Rafferty (Western Australia), presented the Secretary's Report.

The current membership as at the end of June 2011 was 270, with 65 new members joining since July 2009. There are members from 37 Australian Universities, 7 New Zealand Universities and 17 other organisations (Universities, Institutes, TAFEs). In July 2010 a number of changes to the AUSA Constitution were approved by a majority of voting members. A great deal of work has also been done in 2011 on Incorporating the Association (refer to Item 7).

4. Financial Report

The AUSA Treasurer Didier Leclere (Ballarat) presented the Financial Report.

| | V2+ Account | Cash Account | Total |
|------------------------------------|-------------|--------------|-----------|
| Balance as at 01/07/2009 | 54,423.41 | 3,067.34 | 57,490.75 |
| Conference 2009 | 12,036.07 | -5,000.00 | 7,036.07 |
| Bank Interest | 3,610.27 | 12.14 | 3,622.41 |
| Conference 2011 | 0.00 | -3,000.00 | -3,000.00 |
| Transfers from V2+ to Cash Account | -8,000.00 | 8,000.00 | 0.00 |
| Balance at 30/06/2011 | 62,069.75 | 3,079.48 | 65,149.23 |
| Payables | | | |
| Incorporation Fees | | -1,120.00 | |
| Scholarship 2011 | | -6,500.00 | |

As at the 30th June 2011 the ANZ working account had a credit of \$3,079.48 and the term deposit account a credit of \$62,069.75. Additional seed funding of \$3,000.00 was made available during 2011 for the 2011 AUSA Conference. Payables due include \$1,120 for Incorporations and \$6,500 for the Scholarship awarded in 2010.

5. President's Report

The AUSA President, Michael Flannery (Southern Queensland), presented the President's Report.

The last two years seem to have flown by with rarely an opportunity to conduct the business of AUSA in the manner that it should be done. As the President I would like to acknowledge the work of the AUSA Executive in assuring we remained on our strategic path.

A major goal was achieved in 2010 with the establishment of our own domain name and long term hosting at the University of Melbourne. Thanks to Stefan Delaney and Belinda Rule we have a fully functioning website and a list server operating through Google Groups. The list server has proved to be very successful with quite a number of requests for information and discussion being passed through the site.

The induction and management of new members has been conducted without fuss by Mike Rafferty. Membership details were discussed by Mike in the Secretary's report. Likewise Didier Leclere has managed our financial affairs effectively. This calm appearance has however hidden the vast amount of work done by Didier to achieve this task.

There were several applications received in 2010 for the AUSA Scholarship making the choice of the review panel very difficult and causing some contentious debate. Eventually the successful applicant was chosen as Steve Guggenheimer from the University of Melbourne with his proposal entitled "Ionising Radiation Stakeholder Group and Guidance Material".

Although the AUSA Executive has met several times in person over the past two years the majority of meetings have been conducted by teleconference. The single topic that has consumed most of our time has been the work to move AUSA to become an Incorporated Association. The draft rules of AUSA Inc follow closely the values and ethics written into the existing constitution while including the requirements of becoming incorporated in Victoria.

As usual the other main area of business for the organisation has been the preparation for the 2011 Conference. The 2011 Conference Planning Committee has made this a very simple task for the AUSA Executive and this has been achieved primarily through the leadership of the Committee Chair, Gary Chaplin and the work of Janelle Hobbins, Suzanne Chandler, Roxanne Egeskov, Glen Kerridge, Steve McFarlane and Julie Burton.

6. 2011 Conference Committee Report

The Conference Committee Coordinator, Gary Chaplin (Queensland), reported that there were over 140 delegates at the Conference. It is expected that the conference would make a profit.

Gary thanked all members of the Conference Organising Committee, Julie Burton (Norseach Conferences Services, Southern Cross University), Michael Flannery (Southern Queensland), Roxanne Egeskov (Queensland University of Technology), Janelle Hobbins (Queensland University of Technology), Glen Kerridge (Griffiths University), Steve McFarlane (Southern Cross University), Suzanne Chandler (Griffiths University, Conference Sponsors, Conference Exhibitors and all delegates for attending and contributing to the success of the conference.

There had been a great deal of collaboration and cooperation amongst the Queensland Universities in planning and conducting the 2011 AUSA conference. Michael Flannery acknowledged the great work done by the Queensland Universities and conveyed the gratitude of the Association for their efforts.

7. Proposed Incorporation of AUSA

The Association is currently not incorporated. The Executive believes that it is in the best interests of the membership for it to be incorporated. It is proposed that the AUSA be incorporated in Victoria. This has required a review of the constitution and processes (including membership nominations form) against the model rules, which are based on the Consumer Affairs Victoria Model Rules for an Incorporated Association. The model rules were posted on the AUSA website and all members notified by email on 22nd June 2011. Some of the notable changes to the constitution include:

Institutional membership has been removed.

Members' duties and rights have not been covered as they are implicit in the Rules.

Failure of a member to conduct themselves appropriately can be conducted through the Disciplinary procedures.

Appointment of Honorary Fellows has been removed.

The duties of Offices have not been specified except for the roles of Secretary and Treasurer.

Annual general meetings are required. In non conference years these will be arranged to ensure a quorum (8 members from 3 different Universities). It is planned that these will be coordinated with Go8, State Branch or other meetings.

The financial year is the year ending 31st March. Annual meetings need to be held within 5 months of the Association's end of financial year.

There is no intention to introduce entrance or subscription fees

Tax status and insurance arrangements will be explored in due course.

Three resolutions were put to the membership. The Returning Officer for the vote was Darren Smith. There was no proxy votes received prior to the BGM. All three resolutions were passed.

| | Resolution | In Favour | Against |
|---|--|-----------|---------|
| 1 | To Incorporate the Association in the State of Victoria | 29 | 0 |
| 2 | To adopt the draft Rules of the Association | 32 | 0 |
| 3 | To appoint a Victorian resident as Public Officer to oversee the Incorporation process | 31 | 0 |

Didier Leclere was appointed as the AUSA Public Officer to oversee the Incorporation process.

8. 2013 Conference

The Victorian Chapter has offered to host the next AUSA Conference in Melbourne in July 2013. The current contact person for this is Stefan Delaney (University of Melbourne).

The New Zealand Branch indicated that they are likely to meet in 2012. This meeting would be promoted to the AUSA membership.

9. General Business

There was no general business raised.

10. Election of Officer Bearers

Darren Smith took the Chair as the Returning Officer. The following members were all elected unopposed to the following positions:

| | |
|------------------------|---|
| President | Michael Flannery (Southern Queensland) |
| Vice-President | Darren Smith (University of Wollongong) |
| Secretary | Michael Rafferty (Western Australia) |
| Treasurer | Didier Leclere (Ballarat) |
| Communications Officer | Stefan Delaney (Melbourne) |

11. Next General Meeting

Following Incorporation the next general meeting of the Association will need to be held with 5 months of the end of the AUSA financial year that is before the end of August 2012.

The meeting closed at 12:15 pm.

These minutes were prepared by Mike Rafferty (Western Australia).

These minutes were approved without change at the AUSA Inc. Annual General Meeting held at the University of Melbourne on Tuesday 19th June 2012.