



**AUSTRALASIAN UNIVERSITY SAFETY ASSOCIATION INC.**

Minutes of the 2015 AUSA Annual General Meeting held on 24 June 2015 at Rydges Lake Resort, 38-54 Lake Esplanade, Queenstown, New Zealand.

Meeting Opened at 11:30am.

**1. Attendees:**

Michael Flannery*	President & AGM Chairperson	University of Southern Queensland
Darren Smith	Vice-President	University of Wollongong
Didier Leclere	Treasurer	Federation University
Stephen Ween	Communications Officer	University of Adelaide
Matthew Mitchell	Member	University of Sydney
Andrea McMillan	Member	University of Otago
Colin Chua	Member	University of Sydney
Daphne McCurdy	Member	University of New England
Sue Antonac	Member	Deakin University
Shona Arms	Member	Unitec institute of Technology
Fiona Austin	Member	Herbert Smith Freehills
Christine Baggs	Member	University of Melbourne
Jasleen Bhinder	Member	UNSW Canberra
Karen Bonney	Member	University of Otago
Bill Boon	Member	Unitec Institute of Technology
Stephen Boyd	Member	Griffith University
Adrian Brown	Member	Lincoln University
Diane Bunch	Member	University of Newcastle
Kim Burgess	Member	Bond University
Scott Burnell	Member	Griffith University
Marshall Butterworth	Member	The University of Queensland
Michael Carley	Member	Macquarie University
Julia Cohen	Member	University of Sydney
Chris Collins	Member	riskcloud.NET
Matt Connolly	Member	Deakin University
Juan Cooper	Member	Queensland University of Technology
Stephanie Cottrill	Member	Victoria University of Wellington
Ronnie Cowley	Member	Victoria University of Wellington
Mike Davies	Member	Waikato University
Victoria Donohue	Member	University of Otago
Roxanne Egeskov	Member	Queensland University of Technology
Nigel Evans	Member	University of Tasmania
Peta Evans	Member	Charles Sturt University
Blathnaid Farrell	Member	UNSW
Jo Fox	Member	Massey University

Ray Gilbert	Member	University of Auckland
Maggie Goldie	Member	The University of Newcastle
Peter Gooding	Member	University of the Sunshine Coast
Mark Gould	Member	University of Otago
Chris Hart	Member	University of Otago
John Hayman	Member	Monash University
Bernadette Hayman	Member	Monash University
Susie Head	Member	Griffith University
Brendan Henderson	Member	Deakin University
John Heydon	Member	University of Otago
Sally Hibbert	Member	Monash University
Julie Hitchens	Member	Curtin University
Rachael Holloway	Member	University of Otago
Lauren Jago	Member	University of Tasmania
Martin Jones	Member	University of Otago
Sandi Keen	Member	AUT University
Janelle Kennedy	Member	University of Otago
Jon Kloske	Member	Queensland University of Technology
Peter Krotsis	Member	The University of Melbourne
Norman Kuttner	Member	Monash University
Daniel Leo	Member	WHS Unit
Cath Logan	Member	University of Otago
Melissa Lombe	Member	Charles Sturt University
Lisa Lovell	Member	University of Melbourne
Laura Maddock	Member	University of Tasmania
Natisha Magan	Member	Massey University
Aaron Magner	Member	UNSW
Amanda Marnock	Member	Queensland University of Technology
Terry Masocco	Member	Monash University
Daphne Mc Curdy	Member	UNE
Rob McLaren	Member	University of Otago
Ben Miller	Member	University of Otago
Maura Minnock	Member	University of Canterbury
Rick Minter	Member	Macquarie University
Jeff Morris	Member	University of Canterbury
Clodagh Moy	Member	University of Tasmania
Lawrie Myers	Member	University of Queensland
Maria Nicolaou	Member	University of Sydney
Chris Norriss	Member	James Cook University
Geoff Ockwell	Member	University of Otago
Rosie O'Halloran	Member	University of Melbourne
Anne Ohlmus	Member	Monash University
Rochelle Palmay	Member	Otago University
Matt Perry	Member	Victoria University
Tess Phan	Member	University of Sydney
Jo Preston	Member	University of Otago
Doug Pringle	Member	Massey University
Katria Raffan	Member	Wintec
Christian Rantzau	Member	University of Melbourne

Andrew Reddicliffe	Member	James Cook University
Mike Salmon	Member	AUT University
Ricardo San Martin	Member	Monash University
Cloe Schofield	Member	Deakin University
Theresa Seru	Member	The University of Queensland
Jeff Shi	Member	The University of Sydney
Ken Simpson	Member	Charles Sturt University
Wendy Sincock	Member	University of Otago, Christchurch
Maria Somodevilla Torres	Member	The University of Queensland
Lisa Stevens	Member	RMIT UNIVERSITY
Gae Stevenson	Member	Bay of Plenty Polytechnic
Len Stevenson	Member	University of Otago
Judith Stone	Member	University of Otago, Christchurch
Iain Stuart	Member	UNSW Canberra
Ian Taylor	Member	Northland Polytechnic
Ira Tedja	Member	University of Melbourne
Wayne Temple	Member	University of Otago
Alex Tillman	Member	University of Western Sydney
Vickey Tomlinson	Member	University of Otago
Jennie Trinder	Member	Griffith University
Nevan Trotter	Member	University of Otago
John Tsiros	Member	Monash University
Barb Vaschina	Member	CSIRO
Anne Vernall	Member	University of Otago, Christchurch
Stephen Ween	Member	The University of Adelaide
Andy Westgate	Member	Otago Polytechnic
Jo Whyte	Member	CSIRO
Adam Williams	Member	Queensland University of Technology
Miller Zivkovic	Member	University of Queensland St Lucia

## 2. Apologies

### AUSA member apologies (1)

Stefan Delaney	Secretary	University of Melbourne
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## 3. Introduction and welcome

Michael Flannery welcomed attendees to the meeting.

## 4. Minutes of the Previous AUSA Annual General Meeting

The minutes of the previous Annual General Meeting held on the Tuesday 29 July 2014 at Room G11, Old Geology Building, University of Melbourne, Parkville, were tabled at the meeting.

Didier Leclare, moved that the draft minutes, are adopted as an accurate record of the 2014 AGM. The motion was seconded by Stephen Ween. The motion was carried unanimously.

## 5. Secretary's Report

Darren Smith presented the Secretary's Report in the absence of Stefan Delaney, Secretary.

The current AUSA membership as at the 20 June 2015 is 403. 38 new members have joined the AUSA in 2015 calendar year.

There are members from 73 organisations including Universities, Research Institutes and Technical Colleges.

Correspondence was received from the following for nominations to the Executive Committee:

President:

1. Mr Michael Flannery – University of Southern Queensland

Vice President:

1. Mr Darren Smith - University of Wollongong
2. Ms Daphne McCurdy – University of New England

Treasurer:

1. Mr Matthew Mitchell – University of Sydney

Secretary

1. Mr Stefan Delaney – University of Melbourne

## **6. Financial Report**

Didier Leclere, AUSA Treasurer, presented the Financial Statement (refer Attachment 1).

During the financial year 1 April 2014 – 31 March 2015, the AUSA received a total income of \$3,098.64 and total expenditure amounted to \$0.00. The net surplus was therefore \$3,098.64.

The main source of income for the financial year came from interest.

The Association's total equity is \$94,093.42 which is entirely held in the form of cash in bank accounts as at 31 March 2015.

Maria Somodevilla Torres, moved that the Financial Statement F14-15 AUSA Inc. is accepted. The motion was seconded by Colin Chua. The motion was carried unanimously.

A question from the floor asked what was the Association's key income source? Didier Leclere answered historically the main source of income was from conferences and interest.

A question from the floor was asked about any plans that the Association may have to spend the money that resides in the bank account? This was answered by Michael Flannery who stated that the only expenditure identified in the next 12 months would be to set up a professional model of membership for the association.

## **7. Communication Officer's Report**

Mailing List status:

- 55 new members added
- 2 existing member email addresses updated.
- 61 new topics sent by members.
- 2014 – 186 emails sent by members.
- 2015 (Jan-June) – 65 emails sent by members.

Website statistics:

- Conference updates:

- 250 emails discussing updates.
- 32 web updates.
- New accordion menu (member Universities listed by location = better home page size).
- Site statistics (Jan-June 2015):
  - 3800 unique visitors
  - 287,559 hits across the entire site
  - Over 10GB of bandwidth used
  - Visitors from 107 different countries

#### Projects:

- Social network trials:
  - 6 message board applications trialled for 2 months.
  - 3 social media applications trialled 2 months.
  - Oxwall application selected and trialled for an additional 2 months.
    - 25 members signed up.
  - Survey of members – mailing list, message board and social network.
    - 41 member responses.
  - Report drafted for Executive Committee.
    - 5 recommendations given to improve AUSA Communications.

#### External Communications:

- Initial contact with the organisers of the Asian Conference on Safety and Education in Laboratory (ACSEL) to determine possibility of Asian Universities joining AUSA.

## 8. President's Report

Michael Flannery presented the Presidents report:

- 2015 has been challenging year with our first conference outside Australia
- Michael O'Donohue has led a team to provide an excellent result on the AHEIA benchmarking project
- AUSA is considering various business models for the future of the organisation as the current administration burden is un-sustainable for the volunteers
- AUSA will need to outsource some aspects such as administration and finance
- Plan to use a service such as the AHEIA
- May need to introduce membership fees to fund the process
- A range of new services for the members including an enhanced member's forum
- Possible plans for professional accreditation.

## 9. Election of Officer Bearers

Andrea M<sup>c</sup>Millan took the Chair as the Returning Officer. The following members were all elected unopposed to the following positions:

President	Michael Flannery (Southern Queensland)
Secretary	Stefan Delaney (University of Melbourne)
Treasurer	Matthew Mitchell (University of Sydney)
Communications Officer	Stephen Ween (University of Adelaide)

An election was held for the position of Vice-President with Darren Smith (University of Wollongong) being voted in for the position from the floor ahead of Daphne McCurdy (University of New England).

**10. Other business**

Nil

Meeting closed at 12.00pm

# Attachment 1

## AUSTRALASIAN UNIVERSITY SAFETY ASSOCIATION INC. Financial Statement

For end of financial year: 01/04/2014 - 31/03/2015

<b>Income</b>	<b>Amount \$</b>
Bank interest received	1,098.64
Proceeds of biennial conference	0.00
Other	2,000.00
<b>Total Income (A)</b>	<b>3,098.64</b>

<b>Expenditure</b>	<b>Amount \$</b>
Scholarship(s)	0.00
Expenses for incorporation	0.00
Other	0.00
<b>Total Expenditure (B)</b>	<b>0.00</b>

<b>Surplus (A - B)</b>	<b>3,098.64</b>
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<b>Assets (C)</b>	<b>Amount \$</b>
Cash in hand or in the bank	77,093.42
Amount owed to association	19,000.00
Other	0.00
<b>Total Assets</b>	<b>96,093.42</b>

<b>Liabilities (D)</b>	<b>Amount \$</b>
Secured loans (outstanding balance)	0.00
Unsecured loans (outstanding balance)	0.00
Other	2,000.00
<b>Total Liabilities</b>	<b>2,000.00</b>

<b>Association's Equity (C - D)</b>	<b>94,093.42</b>
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**Mortgages, charges and securities affecting property:**

Nil

During its financial year, the association did not hold any trust.