



AUSA

Australasian University Safety Association Inc.

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Minutes of the AUSA Inc. Annual General Meeting held on Tuesday 19th June 2012 at the Law Building at the University of Melbourne.

The Australasian University Safety Association Inc. (AUSA) Annual General Meeting (AGM) was held in the Law Boardroom, level 10 of the Law Building, Pelham Street, Parkville, University of Melbourne commencing at 4:00 pm on Tuesday 19th June 2012.

The AUSA President, Michael Flannery (Southern Queensland) chaired the meeting. The required quorum of 8 current AUSA members from 3 or more Universities was achieved. All members were notified via email on 17th May 2012 and 13th June 2012 about the AGM with an invitation to participate via teleconference.

1. Present (11 members, 1 non-member)

AUSA Members (11)

Vivian Murphy (via teleconference)	Central Queensland University
Roxanne Egeskov (via teleconference)	Queensland University of Technology
Gerald Butfield	University of Adelaide
Didier Leclere	University of Ballarat
Stefan Delaney	University of Melbourne
Christian Rantzau	University of Melbourne (Bio 21)
Daphne McCurdy (via teleconference)	University of New England
Michael Flannery	University of Southern Queensland
Jon D'Astoli	University of Sydney
Mike Rafferty	University of Western Australia
Darren Smith	University of Wollongong

Non AUSA Member (1)

Len Tomlinson	Australian National University
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2. Apologies

AUSA member apologies (7)

Horst Walter	Charles Darwin University
Mike Gavin	Edith Cowan University
Glen Kerridge	Griffith University
David Keizer	University of Melbourne
Kate Nowell	University of Melbourne
Andrea McMillan	University of Otago
Peter Carlyon	University of Western Australia

3. Minutes of the Previous AUSA Biennial General Meeting

The minutes of the previous Biennial General Meeting held on the 5th July 2011 at the UQ Centre at the University of Queensland was approved 14 votes for and none against. Members were notified via email on 17th May 2012 about the adoption of the BGM 2011 minutes and requested to submit any proxy forms to the Secretary by 4th June 2012. Three (3) proxy forms were received. No comments were received about the BGM minutes which will now be accepted without change.

4. Secretary's Report

The AUSA Secretary, Viv Murphy (Central Queensland university), presented the Secretary's Report.

Three (3) appointment of Proxy forms were received from members appointing the Chairperson to approve the minutes as presented.

Correspondence was received from Chris Miller (CSIRO) who attended the USHA Conference thanking the AUSA for providing financial assistance allowing him to attend.

The current membership as at the end of May 2012 was 278, with 8 new members joining since January 2012. There are members from 37 Australian Universities, 7 New Zealand Universities and 21 other organisations (Universities, Institutes, and TAFEs).

5. Financial Report

The AUSA Treasurer Didier Leclere (Ballarat) presented the Financial Statement (refer to table below).

Income	Amount \$
Bank interest received	2,238.24
Proceeds of biennial conference	18,951.52
Other	0.00
Total Income (A)	21,189.76

Expenditure	Amount \$
Scholarship(s)	6,134.29
Expenses for incorporation	1,147.20
Other	0.00
Total Expenditure (B)	7,281.49

Surplus (A - B)	13,908.27
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Assets (C)	Amount \$
Cash in hand or in the bank	78,467.45
Amount owed to association	0.00
Other	0.00
Total Assets	78,467.45

Liabilities (D)	Amount \$
Secured loans (outstanding balance)	0.00
Unsecured loans (outstanding balance)	0.00
Other	0.00
Total Liabilities	0.00

Association's Equity (C - D)	78,467.45
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Mortgages, charges and securities affecting property:

Nil

Financial Statement as set out in section 30 of the Associations Incorporation Act 1981 (Vic) – For end of financial year: 01/04/2011 – 31/03/2012

During the financial year 01/04/2011 – 31/03/2012, the AUSA received a total income of \$21,189.76 and total expenditure amounted to \$7,281.49. The net surplus was therefore \$13,908.27.

The main source of income for the financial year came from the proceeds of the 2011 biennial conference (\$15,951.52 surplus + \$3,000 reimbursement for seed funding). The main expenditure for the year was associated with the payment of scholarships, as advertised to members earlier in the year.

The Association's total equity is \$78,467.45, which is entirely held in the form of cash in bank accounts (\$74,662.02 in the ANZ V2 account and \$3,805.43 in the ANZ cash account) as at 31/03/12.

The Financial Report was accepted. A signed copy of the Minutes is required by the Treasurer.

6. President's Report

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

In the 11 months since the last AGM (previously BGM) at the 2011 Conference, the business of AUSA has been one of consolidation following a very successful conference. As per the Treasurer's report, the conference made a surplus of approximately \$16,000 and although this may not be a true measure of success, feedback from conference delegates has been extremely positive. It seems the gauntlet has been thrown down as a challenge for Victoria to equal or surpass in 2013!

The conference itself saw a very high standard of presentation from both the keynote speakers and delegate presentations. Combined with excellent networking opportunities and social functions including a formal dinner at Customs house, I believe that Gary Chaplin and his QUSA conference committee have set a very high standard that future conference committees may struggle to emulate.

The AUSA Executive continues to meet and conduct business by teleconference and email as this is the usual method of communication given the distances between the participating parties. In recent months business has included the ongoing induction of new members, the continuing work of Incorporation and amendments to the Constitution, planning for the 2013 conference, and the granting of four travel bursaries totalling \$9,000 to assist members to travel and represent AUSA at the 2012 USHA (UK) and CSHEMA (USA) conferences. The travel bursaries comprises of \$2,000 each to Mike Gavin (ECU), Darren Smith (Wollongong) and Chris Miller (CSIRO) and \$3,000 to Michael Flannery (Southern Queensland). All bursary recipients will present at the 2013 AUSA Conference.

The next 12 months for the AUSA should prove very challenging and possibly rewarding as many members struggle with the incorporation of new legislation although the essential aim of harmonisation will not be achieved. Conference planning for 2013 is also only in its infancy and the 13 months until the conference will come about very quickly.

As the President my main aim for the next 12 months is to encourage the conference committee in their endeavours. I will also be working with the executive on how we may continue to raise the level of professionalism of safety personnel in our industry and to achieve recognition for their work.

7. 2013 AUSA Melbourne Conference Update

The Conference Committee contact person, Mr Stefan Delaney (University of Melbourne) reported that a core group of the Victorian Chapter members had been established and the first meeting of the group will be held in early August 2012 at a date to be fixed. That a proposal has been established for the conference with preliminary keynote speakers and a theme, however any further suggestions would be gratefully received by the group and should be forwarded to him. Stefan Delaney also informed the meeting that he has incurred an increased workload and that an alternative conference chair may need to be considered. The current proposed dates are 2nd to 4th July 2013. The services of a Professional Conferencing Organiser are being reviewed.

8. OH&S Staffing Shortages

Roxanne Egeskov highlighted the problems she is experiencing recruiting staff to fill OH&S specialists within Queensland University of Technology and if this was possibly due to the exodus of staff to industry and asked if other Universities were experiencing similar problems. Discussion was held between members how to best address this skill shortage and it was agreed that long term it is preferable to develop and train your existing staff. Younger generation staff will generally stay for shorter periods of

time while willing to train to improve their employment prospects. One area that we could be looking to recruit was in the typical Research Technician area. Jon D'Astoli (University of Sydney) suggested we should be having interested University staff trained to an OH&S certificate 4 level and assist them to develop into OH&S Professionals.

9. Next Annual General Meeting

The next Annual General Meeting of the Association will be held in conjunction with the 2013 AUSA Melbourne Conference in July 2013. The AGM is required to be held within 5 months of the end of the AUSA financial year, which is before the end of August 2013. The meeting closed at 4:45 pm.

These minutes were prepared by AUSA Secretary, Viv Murphy (Central Queensland University).