

Australasian University Safety Association

Minutes of the General Meeting held on 6th July 2007 at the RMIT Storey Hall Building, Swanston Street, Melbourne, Victoria.

The Biennial Australasian University Safety Association (AUSA) General Meeting was held in the RMIT Storey Hall, Building 16, 336-348 Swanston Street, Melbourne commencing at 10:15 am on Friday 6th July at 2007. The AUSA President, Jon D'Astoli (Sydney), chaired the meeting.

1. Present (48 members)

Roy Schmid	Australian National University
Viv Murphy	Central Queensland University
Melissa Lombe	Charles Sturt University
Peter Maxwell	Charles Sturt University
Ken Simpson	Charles Sturt University
Chris Miller	CSIRO
Tania Hazelden (Bozikovic)	Curtin University of Technology
Melanie Speelman	Curtin University of Technology
Michael O'Donoghue	Deakin University
Mike Gavin	Edith Cowan University
Ross Hansen	Griffith University
Glen Kerridge	Griffith University
Joan Clipsham	LaTrobe University
Gary Nolan	LaTrobe University
Paul Barton	Monash University
Meg Ralph	Monash University
Roxanne Egeskov	Queensland University of Technology
Janelle Hobbins	Queensland University of Technology
Gary Phillipson	Royal Melbourne Institute of Technology
Sandra Ripper	Royal Melbourne Institute of Technology
Steve McFarlane	Southern Cross University
David Burford	University of Adelaide
Jane Knipe	University of Adelaide
Sue Kirk	University of Technology Sydney
Didier Leclere	University of Ballarat
John Carmichael	University of Melbourne
Alison Hunt-Sturman	University of Melbourne
Sam Montalto	University of Melbourne
Stefan Delany	University of Melbourne
Daphne McCurdy	University of New England
Andrea McMillian	University of Otago
Michael Williamson	University of Queensland
Kath O'Donnell	University of Southern Queensland
Michael Flannery	University of Southern Queensland
Sonya Krenske	University of Southern Queensland
Jon D'Astoli	University of Sydney
Matthew Mitchell	University of Sydney
Derretta Branche	University of Technology Sydney
Katria Raffon	University of Waikato
Mike Rafferty	University of Western Australia
Averil Riley	University of Western Australia
Daniel Leo	University of Wollongong
Darren Smith	University of Wollongong
Raelene Delmonte	Victoria University
Lynn Ferguson	Victoria University
Geoff Hurst	Victoria University
Kerryn Tohitau	Victoria University
Lew Holmwood	Victoria University of Wellington

2. Apologies (2 members)

Kevin Newton	University of Adelaide
Gary Chaplin	University of Queensland

3. Minutes of the Previous General Meeting

The minutes of the previous General Meeting held at the University of Adelaide on 8th July 2005 were accepted as a correct record.

4. Secretary's Report

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

Membership

In 2006 the option of submitting electronic membership application was made available following the constitution changes. This is the preferred method of application. There have been 49 new members since July 2005. Total individual membership as at July 2007 is 171.

Constitution Changes 2006

On 7th July and 10th July 2006 all AUSA members received emails about seven proposed amendments to the AUSA Constitution. A reminder email was also sent on 3rd August before the close of ballot on 17th August 2006. Each amendment required a simple majority of votes received to be approved.

A total of thirty two (32) valid and completed ballots were received. All were YES for all amendments except three (3) members who voted No for item 5 only. Item 5 (also Clause 5) related to amending the AUSA financial year to coincide with the calendar year. Since twenty nine (29) members voted in favours of this change, this amendment was also passed. Therefore all seven amendments were approved. The 7 amendments were:

No	Clause	Scope of Change
1	3.3	Applications for membership – to facilitate faster processing of applications
2	3.4	Resignation also acceptable by email
3	5	Assets and income shall be applied to advance the objectives of the Association (for tax exempt status)
4	5	Co-signing of transactions as authorised by the Executive
5	5	Association Financial year to correspond with the Calendar year
6	9	Replacement of Institutional with Individual members in relation to calling a Special General Meeting and dissolution of the Association
7	9	In the event of dissolution that the balance of the accounts that remain after the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members (for tax exempt status)

5. Financial Report

The AUSA Treasurer Kevin Newton (Adelaide) was unable to attend. The Financial Report was presented by Mike Rafferty. For the AUSA financial year ending 31st December 2006 the ANZ working account had a credit of \$1,738.44 and the term deposit account a credit of \$23,173.31 for a total of available funds of \$24,911.75.

The net profit from the 2005 AUSA Conference was \$9,963. There is an outstanding loan of \$3,000 for the seed funding for the 2007 AUSA Conference.

6. President's Report

The AUSA President, Jon D'Astoli (Sydney), presented the President's Report.

The AUSA Executive met regularly over the past two years to discuss association matters. There has been correspondence with the AVCC to inform them of AUSA activities. They have been notified of the intention to drop "AVCC" from the conference title. This coincides with changing of the AVCC name to Universities Australia.

The Vision and Goals for the Association were summarised. Members will be offered the opportunity to view and comment on these more formally in the near future.

Vision

For AUSA to be recognised by AVCC and external bodies (NSCA, SIA etc) as a recognised pool of OH&S Professionals, expert in a wide variety of hazards and working environments.

Goals

- a) to promote collegiality and support fledgling members and members from smaller Universities with less comprehensive OH&S resourcing;
- b) to facilitate networking amongst OH&S Professionals in University and Research Institutions;
- c) to promote ongoing scholarship in the field of OHS&W, amongst members;
- d) to act as a lobby group, in relation to changes to legislation, Standards (etc) which affect health, safety and welfare;
- e) to present a bi-annual University OH&S Conference for members and other interested parties; and
- f) to conduct Benchmarking of resourcing, operations/programs and performance in OH&S within Universities and Research Institutions.

Newsletters were produced in March 2006 and March 2007. In order to increase the frequency of newsletters it has been decided to pay a fee (maximum \$100 per issue) to a member willing to prepare these.

The website continues to be a useful resource for the Association. Apart from AUSA business it also contains the web sites of most of the Australian Universities OHS web sites. Jon D'Astoli acknowledged Campbell Lee from UTS for his diligence in maintaining the website which has undergone numerous changes, particularly in recent months.

The List Server continues to be a useful means for members to make requests and receive feedback. Michael Flannery (Southern Queensland) has offered to host a live on line forum for members and set up a database for storing and sharing safety related documentation. This offer is currently being explored by the Executive.

There were no applications for the inaugural AUSA OHS Scholarship in 2006/07. All members of one year standing were eligible to receive the award worth up to \$5,000 with nominations due on 23rd June 2006. It was agreed by the meeting to again offer this OHS Scholarship in 2008/09 with up to \$5,000 in funding again being made available.

The AUSA seeks to support OHS related research to benefit members. The AUSA Positive Performance Indicator (PPI) Benchmarking Project in 2004 was reviewed and conducted again in 2006. Completed surveys were received from 30 Australian Universities, 4 New Zealand Universities and 2 Commonwealth agencies. The findings and recommendations of the 2006 survey were presented during the conference by Mike Gavin (Edith Cowan University). The Association thanks Mike and his colleagues for their efforts. It is planned to continue this work in 2008. It was agreed by the meeting to make available \$5,000 in funding to support worthwhile research (such as benchmarking or for the development of codes or common training materials) to benefit the members of the Association.

The AUSA welcomed representatives from the Campus Safety Health and Environmental Management Association (CSHEMA, US) and the Universities Safety and Health Association (USHA, UK) at the AUSA Conference and looked forward to continued affiliation with these in the future.

7. 2007 Conference Committee Reports

The Conference Treasurer, Didier Leclere (Ballarat), reported that the 2007 Conference was on track to deliver a profit of around \$8,000.

The Conference Committee Coordinator, Paul Barton (Monash), reported that there were 130 delegates from 53 organisations at the Conference. International delegates came from Hong Kong, New Zealand USA and UK. It was decided to produce a Conference handbook of abstracts and papers. It is planned that the PowerPoint's and other Conference materials will be made available at the Conference website at: <http://www.rmit.edu.au/ausaconference2007/>

There had been a great deal of collaboration and cooperation amongst the 8 Victorian Universities planning and conducting the 2007 conference. Jon D'Astoli acknowledged the great work done by the Victorian Universities and conveyed the gratitude of the Association for their efforts.

8. Next Conference Location

The New Zealand Universities have offered to host the next AUSA Conference at Wellington, the capital of New Zealand from 8th to 10th July 2009. The Conference theme is planned to be 'Winds of Change'. Lew Holmwood (Victoria University of Wellington) spoke to this proposal. The 2007 Conference feedback sheet seeks members support and intentions to attendance should the New Zealand proposal be accepted.

Jon D'Astoli encouraged members to give due consideration to the NZ proposal, bearing in mind the likely support that members would receive from their employing university etc. The proposal does represent an opportunity for outreach by the association, however as the conference is held only biennially maximum attendance must be sought.

9. Election of Officer Bearers

Stefan Delaney (Melbourne) took the chair as the Returning Officer. The following members were all elected unopposed to the following positions:

President	Jon D'Astoli (Sydney)
Secretary	Michael Rafferty (Western Australia)
Treasurer	Didier Leclere (Ballarat)
Communications Officer	Campbell Lee (University of Technology Sydney)
New Zealand Liaison	Lew Holmwood (Victoria University of Wellington)

10. General Business

There was no general business raised.

11. Next General Meeting

The next general meeting of the Association will be held in conjunction with the next conference, planned for July 2009.

The meeting closed at 11:00 am.

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