

# Australasian University Safety Association

## Minutes of the Annual General Meeting held on 7 July 1999 at Melbourne University

The Annual General Meeting was held in the Charles Pierson Theatre, the University of Melbourne and opened at 4:00 pm. Cherilyn Tillman, President of the Association, convened the meeting.

### List of those present

Name	University
Jon D'Astoli	Sydney University
Meg Ralph	Monash University
Leigh Winsor	James Cook
Kerryn Tohitau	Swinburne University
Sonja Lusan	Queensland University of Technology
Ken Horrigan	Griffith University
Robyn Buck	Queensland University
Michael Williamson	Queensland University
Michael Knight	Charles Sturt University
Peter Maxwell	Charles Sturt University
Michelle Clarke	Australian National University
Kathy Richardson	NSW University
Mike Rafferty	Western Australia University
Mike Gavin	Edith Cowan University
Louis Geneste	Curtin University
Michael O'Donoghue	Deakin University
Neville Garrett	Northern Territory University
Fred Easton	Western Australia University
Paul Perry	Canterbury University, NZ
David Howard	RMIT
Chris Wilks	RMIT
Michelle Wakelam	Monash University
Nan Austin	University of Melbourne
Graham Suckling	University of Melbourne
Sue Kirk	University Technology, Sydney
Sandy Ward	University Technology, Sydney
Geoff Collett	Australian Defence Force Academy
Patrick Dunn	Sydney University
Valerie Odewahn	Sydney University
Cherilyn Tillman	Monash University
Chris Miller	CSIRO (formerly Adelaide University)

### 1. Apologies

Doug Pringle (Massey University)- NZ Liaison, Leanne Mumford (Sydney ) University -AUSA Secretary, Lana Conic (Griffith University), Les Hogg (Canberra University) Meredith Pettett (Canberra University) Jocelyn Dawkins (Waikato University, NZ) Drew Rankine (Glasgow University, UK) Allan Verdonk (Curtin University) Lynne Ivory (Swinburne University)

## 2. Preliminary Business

Election of Executive Committee: because of the resignations of the Treasurer and the Secretary, elections for the President, Treasurer and Secretary were held at the start of the meeting. Election of the other office bearers took place later in the meeting.

Following nominations from the floor, the following persons were elected:

- Nan Austin (University of Melbourne) – President
- Michael Williamson (University of Queensland) – Secretary
- Meg Ralph (Monash University) – Treasurer

## 3. Minutes of the Previous Meeting (9 July 1997)

The motion that they be adopted as a correct record proposed by Chris Miller (CSIRO) seconded John D’Astoli (Sydney University). The motion was passed.

## 4. Business Arising from the Minutes

Draft Constitution: after considerable discussion, the draft constitution was adopted with a number of amendments. The amendments formally proposed by Michelle Wakelam (Monash University) and seconded by Michael Knight (Charles Sturt University) were:

**Section 3.1:** the opening sentence be amended to read as follows (inserted words in bold).

All occupational Health and Safety and Risk Management Units **or equivalent** in Australasian Universities are eligible to be represented in the Association.

**Section 3.2:** the opening sentence be amended to read as follows (inserted words in bold)

Individuals who are employed **in** Occupational Health and Safety or Risk Management Units **or equivalent** in Australasian Universities are eligible for membership of the Association

**Section 3.4:** the first dot point be amended to read as follows (additional words in bold)

- An individual who leaves the Australasian tertiary education sector **or allied industry**

**Sections 3.4 and 3.5** to be re-numbered as 3.5 and 3.6

**Section 8** to be amended to read as follows

This Constitution may be altered by way of a written Notice of Motion, proposed by a current Individual Member and seconded by 5 current Individual Members, then submitted to the Secretary, who will arrange a postal ballot **and accept returns**. To be adopted the proposal must be passed by a simple majority **of votes received** in a postal ballot of all Association Individual Members.

Acceptance of the amended Constitution was proposed by John D’Astoli (Sydney) and seconded by Meg Ralph (Monash). The motion was passed unanimously.

## **5. Election of Other Office Bearers**

Patrick Dunn (Sydney University) was proposed as Electronic Communications Officer by Cheryllyn Tillman (Monash University) seconded by Mike Gavin (Edith Cowan University). Patrick was then elected.

It was agreed that Doug Pringle remain as New Zealand Liaison Officer until a new officer is nominated.

## **6. Finance Reports**

The Association Finance report was presented by the Outgoing Treasurer, Chris Miller. The Conference Treasurer Graham Suckling presented a report of the finances of the present conference. Copies of these reports are attached.

## **7. Next Conference**

A motion for Sydney to be the site of the next conference was proposed by Sue Kirk (UTS) and seconded by Kathy Richardson (UNSW). This was agreed.

Cheryllyn Tillman (Monash University) proposed and Michelle Wakelam (Monash University) seconded a motion that that a conference sub-committee consisting of John D'Astoli (Sydney University), Sue Kirk(UTS) and Kathy Richardson (University of NSW) be formed. This was agreed.

## **8. General Business**

The need for formal completion of a membership application was discussed and forms were made available to all present. Membership forms will be received by the Secretary for consideration at the next meeting of the Executive.

Kathy Richardson (UNSW) asked what the relationship of this Association was with the Australian Vice-Chancellor's Committee. The outgoing President, Cheryllyn Tillman (Monash University) advised that there was no formal relationship. Following some discussion it was agreed that the incoming executive committee should explore options for greater AVCC involvement. It was suggested that the Sydney organising committee could think about having a function like the VC's breakfast that had been organised for Melbourne.

It was agreed that copy of the Association Constitution should be forwarded to the AVCC

Thanks were expressed to the outgoing executive committee for their efforts over the past two years. Cheryllyn Tillman wished to record her particular thanks to outgoing Association Secretary Leanne Mumford.

## **9. Next Meeting of the Association**

This will take place in 2000 during the next conference at a suitable time designated by the Sydney conference sub-committee. There being no further business the meeting closed at 5:30 pm.