

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

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).