

Association of Self Insured Employers of Queensland Inc. Minutes of the Annual General Meeting 20/10/17

Meeting Location:
Minter Ellison
Waterfront Place, 1 Eagle St, Brisbane

Date: Friday 20 October

Time: 3:00pm – 5:00pm

Attendees -

Company	Attendee
ACES	John Hastie
Arnott's Biscuits	Trinity McKenzie
GFG Alliance/Liberty OneSteel	Michael Taylor
Aurizon	Stephanie Naidoo
Brisbane City Council	Saija Sanders
Glencore	Bill Nevin
Glencore	Natasha Iselin
Gold Coast City Council	Joey Carmichael
JBS Australia	David Gomulka
Inghams	Karren Wilson
Local Government Association QLD	Rachael Lindsay
Primary Healthcare Ltd	Russell Schott
Qantas	Christine Litzow
Queensland Rail	Louise Clayworth
Queensland Rail	Louisa Hackenberg
Redland City Council	Amanda Raines
Teys Aust Meat Group	John Dacey
Teys Aust Meat Group	Len Clapshaw
The Star Entertainment Group	Victoria Barham
Toll	Justin Crowley
University of Queensland	Rod Knights
Wesfarmers	Richard Mcloughlin
Wesfarmers	Lesley Dame
Wesfarmers	Clodagh McCowen
Westpac	Ann-Marie Saini

The Secretary declared the meeting open at approximately 3:00pm

Apologies – The Secretary provided apologies and proxy votes for the below

Name	Company	Proxy
Sherree Mackaway	ANZ Bank	N/A
Tania Perina	CSR Limited	N/A
Sue Richardson	Myer Holdings Limited	Proxy (Wesfarmers)
Mark Hopsick	Rio Tinto	Proxy (Brisbane City Council)
Tricia Testa	ACES	N/A
Deborah Allen	Toll	N/A
Christine Judge	Townsville City Council	Proxy (Glencore)
Patina Pitkin	Wilmar Sugar	N/A
Andrew Murrell	BHP Billiton	Proxy (JBS Australia)

The Secretary announced that out of the 27 Full Members the 20 Members present, and 4 Proxy Votes formed a quorum. (A quorum is considered half the total membership plus one)

Minutes – The Minutes of the previous meeting were circulated to Members on the 17th October 2017 and attached to the ASIEQ Website. The Secretary asked if there were any changes required to the Minutes, no changes were raised.

Secretary moved a motion to accept the Minutes as a true and correct record of the 2016 AGM.

Seconded By – John Dacey
Motion Carried

Presidents Report

- The report will predominantly provide an overview of: -
 - ASIEQ's situation leading to the 2016 AGM
 - The 2016 AGM
 - Secretariat Services and decisions made by the Executive
 - Activities
 - Other issues

BACKGROUND – EXECUTIVE

- Chair resigned in May. Bill Nevin was appointed Chair in about June 2016 after resignation of previous Chair in May 2016.
- There were resignations during the year due to people's work commitments or change of employment.
- Overall – The Executive had been short on positions through 2015/2016 and struggled to meet the basic requirements of the Executive.
- Issue flagged at GM that the potential existed for no nominations at the AGM which would lead to the winding up of the Association. A show of hands confirmed that this was a potential outcome.
- In August 2016, the Constitution was changed and the Chair and Deputy Chair positions were re-named President and Vice-President.
- Nominations were called for prior to the AGM, but there were no nominations received for President, Secretary, and Vice-President.

Due to a lack of nominations for key positions, it was proposed that a special resolution to wind up the Association be put to the Members at the 2016 AGM.

21 October 2016 AGM

- Nomination for Treasurer received from Deborah Allen.
- Nominations for Executive positions received from Bill Nevin, Trinity McKenzie, and Victoria Barham.
- At the AGM – David Gomulka accepted nomination for President, Saija Saunders for Secretary, & Rod Knights as Vice-President. All duly elected.

Nomination for Executive positions were called from the floor and nominations were accepted from Louise Cook and Richard McLoughlin.

I introduced monthly Exec meetings (by phone with every third one in person).

I ask all members of the future Executive, to aim to attend more than 50% of Exec meetings and General Meetings.

BACKGROUND – SECRETARIAT

- Secretariat (CBA) Contract brought to an end by mutual agreement as at 31 July 2016
- Members voted to allow Smart Assist as interim to 31 October only and voted for a procurement process to be commenced.
- It was determined that the Chair should not be involved in the procurement process because of a perceived conflict of interest.
- New executive coordinated a handover of documents by 31st October from Smart Assist.
- Working party formed for Procurement Process: Saija Saunders, Deborah Allen, Richard McLoughlin, Trinity McKenzie
- Scope of services document approved and sent to potential firms
- Working party reviewed the proposals received and met with the firms

- Recommendation made to President
- Motion was unanimously passed (6 Exec Members)
- Bill Nevin was excused from this process (due to potential conflict of interest)
- Decision to appoint Smart Assist as Secretariat, subject to mutually agreeable terms
- A suitable Agreement was drafted by solicitors (Cooper Grace Ward)
- Any potential conflict of interest to be managed appropriately (mechanisms within the agreement)
- Agreement details negotiated and then Agreement was signed
- Smart Assist commenced 1/8/17

Meetings with OIR (WC Regulator)

- Quarterly Meetings held – discussing various issues
- Ongoing concern: Review decision timeframes
 - OIR claim improvements but legislative timeframes still not met
- Fraud: Integration into OIR Prosecution Unit
 - Improved Processes
- Where liability may rest with another WC Insurer
- Accredited RTW Program – Review
- Legislative Amendments
 - CWP
 - We were assured there would be no other amendments relating to WC
- Insurer Services – PwC review
- Separation of Self-Insurer’s employer and insurer roles
 - Rehabilitation obligations of self-insured employers - issued in March 2016
 - OIR said they would communicate with each self-insurer individually
 - ASIEQ decided not to take a position on the matter

Meetings with NIIS Insurer Group

- Several Meetings held – discussing various issues:
 - Dual Insurance with Motor Vehicle Act
 - Common Law Issues
 - NIIS Contract with Insurers

Meetings with WorkCover

- Quarterly meetings (informal)
- We met new CEO, Bruce Watson
- I have also met with Bruce informally occasionally
- Attended WorkCover 20th Anniversary event on 1/2/17
- Launch of *The Leading Well Queensland Collaboration* 7 August
 - WorkCover Qld, OIR, and SuperFriend Mental Health Promotion Foundation
 - to improve corporate leadership advocacy for mentally healthy workplaces
- WorkCover presented at our Forums regularly
 - Mainly research issues and findings

- Also, strategies being trialled.

Marketing and Education Activities

- Website updated and cleaned up before and after 2016 AGM
- 2017 ASIEQ Calendar published and distributed
- PIEF – ASIEQ continues to be a member
- Continued BT Lawyers Breakfast Workshops in conjunction with ASIEQ
- Approach made by Barry Nilsson Lawyers (Mark Wiemers) to conduct lunchtime workshops – Commenced March 2017
- ASIEQ did not provide sponsorship to NQ Conference
- ASIEQ was silver sponsor of 2017 *Injury Prevention and Return to Work Conference* (19/10/17)
- Marketing and Education Subcommittee formed (4 members)
 - Preliminary meeting with President 9/8/17
 - Has been meeting since
 - Will report regularly to Executive
- 2018 ASIEQ Calendar published – available at Conference on 19/10/17
- Members' event
 - Exec identified a need to provide members' staff with networking opportunity (Full M. and Associate M.)
 - Combined with August Forum & lunchtime event
 - High quality guest speaker
 - Occurred 9/8/17 at BCEC
 - Limited to ASIEQ (no guests)
 - Thanks to Louise Cook – organiser
 - Further details in Finance Report

External Engagement

- At the time of the new Executive commencing, the following external engagement was occurring
 - HBGW
 - RIG
 - NIIS stakeholder Committee
 - NCSI
 - ARPA
- Soon after, we were invited onto the CWP Stakeholder Reference Group
- We ceased our position on steering committee of HBGW but remained a member of the group

Business Admin Issues

- Banking arrangements
 - Advice
 - Changes

Coal Worker Pneumoconiosis (CWP)

- Parliamentary committee: Interim Report – March 2017
 - Ability to broaden to other dust related lung diseases
- I attended Stakeholder Forum held 16/03/17 on behalf of ASIEQ (also attended by relevant S/I's)
 - Keynote speakers:
 - Honourable Grace Grace
 - CWP expert Dr Bob Cohen (from the USA)
- Legislative recommendations as agreed by the Reference Group
- Additional compensation beyond PI Lump Sum

Legislation

- Workers' Compensation and Rehabilitation (Coal Workers' Pneumoconiosis) and Other Legislation Amendment Bill 2017
 - CWP:
 - Medical examination for former coal workers (application process)
 - Additional lump sum for pneumoconiosis
 - Ability to seek top-up of lumps if disease progresses
 - "Stays":
 - Stays not to be allowed for appeals under WCRA
 - Referred to parliamentary committee
 - Written submissions closed 14/7/17
 - ASIEQ made a written submission
 - Public Hearing 31/7/17
 - ASIEQ President appeared
 - Further submission made by ASIEQ 7/8/17
 - Parliamentary committee report 11/8/17
 - Amendments were passed into legislation and are enacted
- Legislation and Licensing Subcommittee being formed

Acknowledgements to the Executive & Others

- Rod Knights
- Saija Saunders (No secretariat from November 2016 to July 2017)
- Deborah Allen
- Bill Nevin
- Victoria Barham
- Trinity McKenzie
- Richard McLoughlin
- Louise Cook
- Others:
 - Sue Richardson (HBGW)
 - Justin Crowley (Parliament Submission)

Treasurer's Report – Presented by Vice President Rod Knights

Treasurer Deborah Allen is absent. The Treasurer's Report is presented by Vice President Rod Knights.

- ASIEQ Membership & Financial Summary for the 12-month period 1/10/2016 to 30/09/2017 has been circulated to the members by the ASIEQ Secretariat
- Accounting records and access to online accounting program provided to appointed Auditor Ron Elson from Camerons (Accountants & Tax Advisors) to conduct Audit.
- Final Audit Report and Balance Sheet report finalised 16/10/17. Copies provided to ASIEQ Members and Associate Members on 17/10/17.
- Summary of Audit Information: -

Profit and Loss Statement as at 30 September

Income	\$54,595.51		
Expenditure	\$35,766.12	Surplus	\$18,829.39

Balance Sheet Provisions as at 30 September

Nett Assets \$116,716.69

- Audit Opinion – The Financial report presents fairly in accordance with the financial position of ASIEQ Inc. as at 30th September 2017 in accordance with applicable accounting standards and within the provisions of the Associations Incorporation Act of QLD.
- Are there any questions from the Members?
- There were no questions.

Rod Knights moved a motion that the Financial Statements and Audit Report be accepted as a true and correct record as at 30th September.

Seconded By - Bill Nevin
Motion Passed.

Appointment of Auditor and Membership

Auditor:

- Camerons Accountants & Tax Advisors have audited ASIEQ accounts over an extended period.
- It is recommended that they be appointed to Audit ASIEQ Finances at the end of the ASIEQ Financial Year in October 2018.

Rod Knights moved a motion that Camerons Accountants & Tax Advisors be appointed to Audit ASIEQ Finances at the end of the ASIEQ Financial Year in October 2018.

Seconded By - Saija Sanders
Motion Passed.

Membership:

- Membership Invoices issued 1st October with payment due by 30th November.
- A summary of ASIEQ Membership has been provided in the ASIEQ Membership & Financial Summary provided to Members on 17/10/17
 - Currently 27 Full Members
 - Currently 18 Associate Members*

**Status of one Associate Member needs further clarification*

Election of Office Bearers

The Election of office bearers was conducted in the below order:

- President
- Secretary
- Treasurer
- Vice President
- Executive Members

The President stepped down from his role and the Secretary officiated the Election of the President.

Secretary gave both the nominees for President, David Gomulka and Bill Nevin 3 minutes to speak to the Members.

Bill Nevin gave the below speech:

“Firstly - Thank you for this opportunity.

BEFORE I START SOME BACKGROUND

Our association has limited external control of its environment.

It has no powers to enact, change, legislate or enforce.

It can influence, encourage, educate and sometimes negotiate with stakeholders who are the decision makers.

As you know we operate in an environment where the Minister has publicly expressed a view that all Self Insurers should return to the Work Cover System. Simply expressing our strong views at different forums organised by the Government on what’s good for our Members is not enough.

To improve our opportunities we need to build relationships and constantly strive to increase our circle of influence by focusing on positive initiatives.

How do we achieve this?

It begins with a communications strategy to engage major stakeholders within Queensland and Australia that we are taking time to acknowledge the Past, Review our position and are taking steps to plan and improve the future.

The 20th year of Self Insurance provides a milestone that can be used to re-establish our position and demonstrate our commitment to improving the Scheme and reducing the social and financial cost of work place injury.

Planning for 2019 and beyond starts now.

The 2018 Calendar sets the scene and opens the door to engage Stakeholders in forums and events and bring them on our journey as we plan and implement strategies designed to launch into 2019 with a clearly defined position and direction.

QWCSIA adopted this approach in 2008 for the 10 Year Anniversary and following several forums we became ASIEQ, created a Logo, started Striving for Better outcomes, created a website, promoted sustainable RTW Outcomes and established positive relationships with multiple stakeholders in the scheme.

In 2018 we don't need new logo's or name changes we just need to consider what has worked over the last 20 years and how it can be incorporated with new ideas and presented to stakeholders within the Scheme.

The process should link with the 5-year review of the Legislation. However more importantly it will allow interested members to contribute to the development of a positive platform from which we engage all stakeholders.

The Executive of ASIEQ needs to focus on creating an environment where Members are recognised as valuable contributors to the Scheme.

I have been on the Executive for the past 16 months and have represented ASIEQ on stakeholder and reference groups and understand the current issues and tasks that need to be addressed: -

Having been through the licence renewal process I also understand /- sorry I don't understand/ but would say I have experienced the OIR approach to licence renewal and also the implementation of numerous issues effecting Self-Insured Employers.

I would appreciate the opportunity to lead the Executive and the Association with the view to Developing a Positive Platform linked with Communication Strategies to Build Relationships with Key Stakeholders and increase opportunities for Members to engage with these key stakeholders on issues that affect them.

Thank you for your time to consider my nomination."

David Gomulka gave the below speech:

"As you saw from the Report we came into a situation last AGM where a lot of things had to be caught up on, we had to consolidate where we were and that's what we've done in the last year, is really a year of consolidation. Yes there hasn't been a great deal of long term planning, but what I've tried to do as President is create an inclusive environment, as much as possible, a democratic environment.

Our forum meeting for example, I have opened up for an hour and a half just to get that discussion going at the end of meetings, which we haven't always had time for in the past. So, I've tried to be as inclusive and get as many members involved as possible. I'm very conscious of the fact that Bill has been working the phone and the emails getting nominations for this meeting and I appreciate his hard work in that regard, but it just goes to show what a healthy Association we have now and that people want to be involved and I want to keep creating that environment where people do get involved and all of this planning and idea creation that we've got to get into in the future I want as many people involved in that as possible.

Not necessarily coming from me I just want to create that environment where it comes from everybody. The Marketing and Education Subcommittee has spoken to me about, let's look

at what it is that members want, let's go back and review that and what are we getting out of it. Because I know that some of you have to justify every time you get your annual bill from ASIEQ, justify to Management that you are going to renew, why are you paying this bill, what is your organisation, what are you getting out of ASIEQ and we need to go back to basics and review what it is you want out of us and what we all want out of the Association. I just want to create that environment where that sort of creation by ideas and review can occur.

So, I will continue working in that direction and then hopefully we will start planning for some more proactive stuff. But as Bill said to do, it is very reactive because there is a lot of things we can't control. So, I'd appreciate your support for another year for me as President, thank you.

Voting forms were handed out by the Secretariat and the votes were taken by Saija Sanders and Justin Crowley and counted outside the room.

Saija Saunders and Justin returned to the room and announced David Gomulka has been elected as President.

Saija Saunders stepped down and the President David Gomulka officiated the election of the remaining positions.

President confirmed the only nomination for Secretary is Tricia Testa. President asked for all in favour of accepting Tricia Testa as Secretary.

All in Members in favour, non-opposed, Tricia Testa is appointed as ASIEQ's Secretary.

President confirmed the only nomination for Treasurer is Deborah Allen. President asked for all in favour of accepting Deborah Allen as Treasurer.

All in Members in favour, non-opposed, Deborah Allen is appointed as Treasurer.

President confirmed there are three nominations for Vice President, Mark Hopsick, Victoria Barham and Bill Nevin. Voting forms were handed out by the Secretariat and collected and counted outside the room by Saija Sanders and Justin Crowley.

Saija Saunders and Justin Crowley returned to the room and announced that Mark Hopsick has been elected as Vice President

General Business

The President asked the Members present if any considered it necessary to change the next Quarterly General Meeting & Forum date. No opinions given, Quarterly General Meeting & Forum remains unchanged.

The President asked the Members present to endorse the Members Marketing and Education Subcommittee. Members present gave agreement to endorsement of the Members Marketing and Education Subcommittee.

The President declared the Meeting closed.