

Minutes

General Committee Meeting

DATE 13 November 2013
TIME 8.15 am
LOCATION Minter Ellison Board Room Waterfront Place 1 Eagle Street Brisbane

Attendance

- APM Greg Cain
- ANZ Cassandra Byers
- Aurizon Thanh Tran
- Brisbane City Council Camille Curtis-Anderson
- Brisbane City Council Peter irving
- Brisbane City Council Veronica O'Neill
- CSR Tania Perina
- G4S Paul Hatch
- Glencore Bill Nevin
- Glencore Natasha Bree
- Glencore Victoria Paindaveine
- Injury treatment Hanida Brady
- Injury treatment Kate Ifould
- JBS David Gomulka
- JLT Dean Campbell
- LexiMed Deb McCosker
- LGAQ David Swan
- MLRSA James Wruck
- Myer Denise McNamara
- Myer Michelle Berris
- One Steel Michael Taylor
- QANTAS Cameron Urquhart
- QANTAS Chris Litzow
- Queensland Rail June Watson
- Queensland Rail Kelly Tucker
- Queensland Rail Kylie Duncan
- Queensland Rail Kerry Lugg
- Queensland Rail Louise Hackenburg
- Redland City Council Peter Davis
- Suncorp Jeremy Parsons
- Toll Group Justin Crowley

- Tricare John Randolph
- Tricare Tricia Testa
- WCD Sherryl Cournane
- Wesfarmers Lesley Dame
- Wesfarmers Tony Cacciola
- Wilmar Patina Pitkin

Apologies

- Brisbane City Council Saija Saunders
- Sundale Julie Ashwell
- Glencore Gavin Dell
- Rio Tinto Mark Hopsick
- BHP Billiton Andrew Murrell
- Wilmar Sugar Dr Brett Carroll
- Teys John Dacey
- Woolworths Victoria Barham
- Medilaw Lauren Wright
- UQ Rod Knights
- Gold Coast City Council Stephanie Lowdon
- Suncorp Grace Singh
- Queensland Rail Bill Brown

Presenters and Guests

Dr Philip Gabel – Active Rehab
 Janene Hillhouse – Workers' Compensation Regulator
 Steve Campbell – Workers' Compensation Regulator
 Charleen Lovell – Workers' Compensation Regulator
 Elizabeth Seymour-Smith – Workers' Compensation Regulator
 Trent Forno - Minter Ellison
 Christine Dignan – Minter Ellison
 Janine Reid – WorkCover Queensland
 Sarah Vanderse = WorkCover Queensland,
 Rob Sinnamon – Workers' Compensation Regulator

2 Opening

The Chair welcomed attendees and advised that would cover off all General Business ahead of the Rehabilitation Subcommittee presentation at 9:00am.

3 Minutes

Chair advised that the minutes from the previous forum meeting were distributed on Wednesday 13 November 2013 and asked for any matters in relation to accuracy.

Tricia Testa of Tricare advised that the minutes recorded 25 August 2013. The Chair advised that forum was held on 7 August 2013 so that minutes would have to be amended.

The Chair advised that given the short timeframe for the provision of the minutes for review, would not request that approval of the minutes be accepted as a true and correct record of proceedings at the Forum but will seek a motion that the minutes be accepted and seconded and carried after Members have had a chance to review,

4. Finance Report

Chair advised that there is no official Treasurer's report owing to the termination of the services of the ASIEQ Secretariat provider McCalls but would cover off on the finances of ASIEQ during the Chair's report.

5. Correspondence

Chair presented correspondence log and advised that it will be posted onto the ASIEQ website for viewing. Chair advised that the most significant correspondence was probably notifications to Stakeholders of the change in Executive following the AGM and a follow up letter to the Minister regarding Bank Guarantees and Levy.

6 Chairs Report

- **AGM**

Chair advised that the Annual General Meeting of ASIEQ was held on 23 October 2013 with the following election of office bearers:

- Ms Victoria Barham – Woolworths – Immediate Past Chair
- Mr Justin Crowley – Toll – Chair
- Mr Thanh Tran - Aurizon - Deputy Chair

- Ms Natasha Bree - Glencore - Treasurer
- Ms Saija Saunders - Brisbane City Council – Secretary

Chair advised that nominations for the following sub-committees were received and accepted:

- Mr Peter Irving - Brisbane City Council - Chair Rehabilitation Subcommittee
- Mr Bill Nevin - Glencore – Chair Strategy and Marketing Subcommittee

Chair advised that Executive Meetings and ASIEQ Meetings with WorkCover Queensland and the Workers' Compensation Regulator have been set for 2014 on the following dates:

- 30 Jan
- 1 May
- 24 July
- 30 October

- **Executive Review**

Chair advised that have commissioned a Strategic Review and Planning Session to be held at the offices of Dibbs Barker Lawyers on 4 December 2014. Chair presented proposed Agenda for the Session:

1. Brief review ASIEQ history and past strategies to develop and promote ASIEQ.
2. Review key elements of the current ASIEQ image and messages.
3. Review the current ASIEQ objectives within the constitution and also membership requirements.
4. Review stakeholder and sponsorship relationships and strategic alliances.
5. Identify sub-committee requirements having regard to following up ASIEQ submission and legislation changes.
6. Overview 2014 ASIEQ Masterclass and 2015 conference.
7. Overview session outcomes and planning requirements.

Chair advised that the Agenda was to be sent out with an invitation for any Members who wished to attend to RSVP to Saija Saunders as Secretary.

- **Treasury**

Chair advised that one of the reasons for the termination of the services of McCalls as Secretariat was a lack of transparency around the ASIEQ Accounts and fiscal position,

Chair advised that 2012 / 2013 Auditor's Report Profit & Loss Statement showed an operating loss of \$3,621.85, whilst the Balance Sheet showed ASIEQ has \$59,485.74 in equity.

The Chair reported that the CBA Balance as at 31/08/2013 was \$63,050.32 as reported at the last forum and the balance as at 31/10/2013 was \$73,044.81 and as at 13/11/2013 was \$73,318.86.

Chair advised that the Treasurer and Chair met with CBA to explore modern ways of transacting the ASIEQ Bank Account.

Proposal to have Executive Members have at least view access of the ASIEQ Bank Account via CBA Internet Banking website.

Proposal to have Treasurer and Secretariat granted authority to transact the ASIEQ Account.

Proposal to introduce a payment authorisation process of at least one other Executive Member approving a Tax Invoice via Email and that record would be kept for Audit trail by the Secretariat.

Internet Banking will enable EFT for payments rather than antiquated use of cheque book and requirement for two signatures which has proven significantly restrictive in the transacting of the ASIEQ Account.

- **Secretariat**

Chair advised that a Special Meeting of the Executive was convened on 31 October 2013 to make a decision regarding the renewal of the contract with McCalls that was due to expire on 31 October 2013 and was up for renewal.

Concerns were raised by the last Executive about a decrease in the level of service being provided by McCalls and an increase in the fees of McCalls in recent years to an extent that the cost of McCalls fees including disbursements was estimated to come close to the level of income generated by ASIEQ.

The Executive cast a unanimous vote not to renew the contract of McCalls to provide secretariat services from 1 November 2013 to 31 October 2014.

Discussions with another provider for provision of secretariat services for 12 months have commenced.

The Secretary is developing ASIEQ requirements for Secretariat services to ensure clear performance expectations and portability of ASIEQ records.

Chair advised that until such time that agreement with a new provider is reached all correspondence is to be directed to the Secretary Saija Saunders at her contact details below:

Ms Saija Saunders – Secretary ASIEQ
Brisbane Square | 266 George St Brisbane 4000
GPO Box 492 Brisbane 4001
Phone: 07 3403 4986 | Mobile: 0448957593 | Fax: 07 3334 0065
Email: saija.saunders@brisbane.qld.gov.au
Website : www.ASIEQ.com.au

Chair advised that the Secretary has reassured the Executive that the GPO Box provided is dedicated to the Brisbane City Council Self Insurance operation City WorkCover such that ASIEQ mail or correspondence is unlikely to be missed.

- **Membership**

The Chair advised that a proposal will be made at the Planning Session on 4 December 2013 to revisit Membership criteria in the Constitution and Rules to :

- Explore membership by non-self-insured corporations
- New / Potential Self-Insurers
- Providers, non- medical or rehabilitation e.g Lawyers, Investigators.

The Chair advised that any change in the Constitution or Rules will require a majority vote of the Members at the next Quarterly Forum.

The Chair advised that he did not consider that ASIEQ suffers any reputational damage by permitting membership or sponsorship from non self-insured, or Medical and Rehabilitation Providers and in fact consider that we are doing ASIEQ a disservice by missing out on potential Membership and Sponsorship opportunities.

- **Sponsorship**

The Chair advised that a proposal to establish consistent Sponsorship packages for the year, including website sponsorship and promotional events will be discussed at the Planning Session on 4 December 2013.

Would seek sponsorship from Providers, non medical or Rehabilitation e.g Lawyers, Investigators.

Chair suggested that Sponsorship of website is most significant driver with intention to direct Member and other traffic to the Website for updates and activities of ASIEQ and reduce reliance on email correspondence.

- **Self Insurance Masterclass**

The Chair advised that a Self Insurance Master Class is proposed to be held in March 2014 as a one day conference where best practice in Self-Insurance might be shared and content for new or prospective self-insurers included.

Content would seek to include:

- Flexible Insurance Arrangements for Employers
- License Application / Maintenance / Renewal
- Best practice in Self Insurance
- Provisioning / premium models.
- Etc..

- **National Council of Self Insurers**

Chair advised that ASIEQ Members received a presentation at 7 August 2013 Forum from Acting Chair Robin Shaw.

The NCSI AGM was held 13 September 2013 (new Chair Denise Fishlock, NSW and Asciano)

The NCSI has is drafting Terms of Reference in order to commission a review of the operations of the NCSI.

Chair advised a Teleconference was being held on Thursday 14 November 2013.

- **Meeting with WorkCover Queensland**

Chair advised the first meeting of the new Executive was held with WCQ on 31 October 2013. Met with Sharon Stratford, Janine Reid and Sarah Vanderse. Janine Reid and Sarah Vanderse to present at the Forum this morning.

Meetings set between ASIEQ Executive and WorkCover Queensland for 2014 on the same dates as the Executive Meetings mentioned above.

Discussed legislative amendments and Sharon Stratford advised that they have a list of projects they are working on and seek nominations from Self-Insurers.

Chair advised have received a number of nominations and thanked Members for those.

Will advise those names to WorkCover.

- **Meeting with Workers' Compensation Regulator**

Chair advised that the first meeting of the new Executive was held with the new Workers' Compensation Regulator on 31 October 2013.

Met with Paul Goldsborough, Janene Hillhouse, Steven Campbell, Charleen Lovell, Elizabeth Seymour-Smith, Ron Weinert and Melissa Obrist.

Meetings set between ASIEQ Executive and Workers' Compensation Regulator for 2014 on the same dates as the Executive Meetings mentioned above.

Paul Goldsborough advised the Hierarchy of the new Regulator is:

Dr Simon Blackwood – Deputy Director of Office of Fair and Safe Work Queensland and Chief Executive Officer of the Workers' Compensation Regulator.

Paul Goldsborough - – Director WC and Policy Services

Janene Hillhouse - Director Workers' Compensation Policy, Insurer and Tribunal Services

Steven Campbell - Insurer Services / Rhett Moxham Policy / Tammy and Tracy MATs.

John McDonald – Review and Appeals

Sonia Minnicom – Education Promotion Manager

•Fraud

Regulator advised that fraud referrals has been bone of contention in the past and propose to set a procedure for Fraud referrals along the lines of:

- SI present body of evidence to pursue case of fraud.
- Principal Investigation Officers (20) will investigate
- Counsel / Crown Law advice
- Recommendation to CEO
- Reasons back to SI if not proceeding

•SI Monitoring

Regulator advised that SI Monitoring proposed to be more robust and transparent. Chair made the observation that WHS monitoring and claims and rehab management at least within the same department.

Regulator advised that they will expect a focus on RTW of <5% PI as they do not want those injured workers to fall through the cracks.

RTW Assist will be replaced by Accredited Programs.

Closed CL files – RTW Assist will keep. Open CL files will come back to Sis

No further referrals from 29/10/2013

•MATs

MAT Doctors to be trained in GEPI.

GEPI has been gazetted.

AMA5

Vision – AMA4

Mental and behavioural disorders omitted (replaced by PIRS).

Pain omitted.

•RTW Awards

Retained in 2014 and merged with Safework Awards.

•TOOCS3

To National Data set by 1 July 2014

Qld only State doesn't require Insurers to code to TOOCS

IT cost implications.

BOARD

Cease on 30 June 2014

Option to continue Board similar to WH&S Board.

- **Meeting with Minister**

Chair advised Victoria Barham and Chair met with Minister at Boardroom Dinner of McInnes Wilson after AGM on 23 October 2013.

Minister indicated that after Parliamentary week of 15 October 2013, unlikely to be any further WCRA amendments.

He clarified to say that not in near term and thinks Government has got the balance right in the

Chair requested revisit of Bank Guarantees flexibility (\$585M in Q-COMP Annual Report) and advised would send a follow up letter to the Minister.

A question arising out of legislative changes is merger of Q-COMP into the Department and reduction in costs of the Regulator so would anticipate a reduction in \$8M of Levy. Again this issue is to be included in a letter to the Minister.

PRESENTATIONS

The Rehabilitation Sub-Committee Workshop was conducted by – Peter Irving with a presentation by Physiotherapist, Dr Philip Gabel of Active Rehab.

Another workshop will be held in conjunction with the next forum

The following presentations were made and where provided copies of these presentations are available on the members only section of the ASIEQ website.

Philip Gabel - Sports and Spinal Physiotherapist PhD

Workers' Compensation Regulator

Janene Hillhouse – integration of Q-COMP into the Department and legislative changes.

WorkCover Queensland - Janine Reid and Sarah Vanderse

Minter Ellison - Trent Forno- Partner and Christine Dignan – Senior Associate - Legislative amendments

NEXT MEETING: Wednesday 12 February 2014