



# Minutes

**Meeting:**  
ASIEQ Annual General Meeting

**Meeting Location:**  
United Services Club  
183 Wickham Terrace

**Date:** 22 October 2014  
**Time:** 3.15pm – 4.00pm

**Attendees:**

- Rod Knights – University of Queensland
- Justin Crowley – Toll Holdings Ltd
- John Dacey – Teys Australia
- Peter Davis – Redland City Council
- Bill Nevin – Glencore
- Andrew Murrell – BHP Billiton
- Trinity McKenzie – Arnott’s
- Rhianna Muir – MLCOA
- Samantha Norton – MLCOA
- Lesley Dame – Wesfarmers
- Mark Hopsick – Rio Tinto
- David Gomulka – JBS Australia
- Victoria Barham – Echo Entertainment
- Thanh Tran – Aurizon
- Trish Bassett – ACES (RSL Care)
- Saija Saunders – Brisbane City Council
- Peter Irving – Brisbane City Council
- Natalie Poulsen – Primary Healthcare
- Laura Eyles – Injury Treatment
- Suzi D’Andrea – Injury Treatment
- Mairin Longmore – Community Business Australia
- Sophie Herd – Community Business Australia

**Apologies:**

- Christine Litzow – Qantas
- Louise Cook – Gold Coast City Council
- Alleyne Collin – Queensland Rail Ltd
- Kelly Tucker – Brisbane City Council
- Maree Hannay – BHP Billiton
- Michael Taylor – Arrium
- Wayne Strong – Arrium
- John Randolph – ACES
- Tricia Testa – ACES
- Julie Ashwell – ACES
- Jennifer Boyd – MLCOA
- Darryn Midson - Medilaw
- Lauren Wright - Medilaw
- Patina Pitkin – Wilmar Sugar
- Richard McLoughlin – Wesfarmers
- Michelle Berris – Myer
- Tania Perina – CSR Limited
- Dean Campbell - JLT
- Gavin Dell - Glencore
- Ashlyn Dyer – Advanced Personnel Management

**Minutes Secretary:** Mairin Longmore & Sophie Herd (CBA)

Item No	Agenda Item	Action
1.	Attendance/Apologies - 14 Full Members - 3 proxies: Cameron Urquhart (Onesteel) proxy vote to John Dacey of Teys Alleyne Collin (QR) proxy vote to Saija Saunders of Brisbane City Council Tania Perina (CSR) proxy vote to Justin Crowley of Toll - total 17 members for quorum	
2.	Previous AGM minutes and actions <b>Moved</b> by Justin Crowley that the 2013 AGM minutes were a true and correct record. <b>Seconded</b> by Saija Saunders and Thanh Tran	Carried



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3.	<p><b>Address from Chair- Summary of the year</b> (presented by JC)</p> <ul style="list-style-type: none"><li>• Acknowledgements and thank you to Executive<ul style="list-style-type: none"><li>- Thanh Tran, Deputy Chair</li><li>- Saija Saunders, Secretary</li><li>- Natasha Bree, Treasurer</li><li>- Rod Knights, Treasurer</li><li>- Mark Hopsick, NCSI delegate</li><li>- Peter Irving, Chair of Rehab sub-committee</li><li>- Patrick Herd &amp; CBA, Secretariat support</li></ul></li><li>• ASIEQ History for the year<ul style="list-style-type: none"><li>- Dinner with Minister on 23 October 2014</li><li>- Continue with quarterly forums, Minter Ellison to host ASIEQ free of charge</li><li>- Continue quarterly meetings with WCQ (Janine Reid, Christina Carras) and the WC Regulator (Paul Goldsborough)</li><li>- Held Self Insurance Master class March 2014</li><li>- BLT Workshop series continued</li><li>- Dibbs Barker held one day Conference August 2014</li><li>- Lobbying legislative amendments in October 2013, with radical changes made to the legislation.</li><li>- Continued work on the RTW accreditation</li><li>- Actuarial meeting scheduled for December</li><li>- Common Law matters. Request from Australian Lawyers Alliance to meet regarding problems they perceive with the Common Law. Second request to meet with them</li><li>- Bank Guarantees: Regulator still looking at the possibility of insurance bonds as an option</li><li>- Levy: issue around lack of reduction in levy. Have opportunity to apply for review in following year</li><li>- Mark Hopsick voted as ASIEQ representative and voted to the executive of the National Council</li><li>- Sponsored North Queensland Conference</li><li>- Presented awards at RTW Conference October 2014</li><li>- Welcome new members: Full members- Primary Health, Inghams. Associate members- Employers Mutual, Willis, Medconsultants, Recovre</li><li>- Declined applications for membership: law firm and recruitment provider, on basis that constitution does not permit these associations to become members</li></ul></li></ul>	



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4.	<p><b>Treasurer’s Report – Summary of year – presentation of audit report:</b> (presented by RK)</p> <ul style="list-style-type: none"> <li>• Changes have been made to processes           <ul style="list-style-type: none"> <li>- \$100 000 in account, with minimal interest (\$2/month). Has been realigned and now gets 2.4% interest, \$200 extra per month</li> <li>- all four executive have access to the accounts-need approval of at least two exec members for every account that is paid</li> <li>- Collaborating with Sue Herd from CBA to realign accounts to differentiate between conference income/expenditure and ASIEQ income/ expenditure</li> <li>- Conference currently large focus</li> </ul> </li> <li>• Changes in members fees           <ul style="list-style-type: none"> <li>- 2% increase due to CPI - Agreed by executive</li> </ul> </li> <li>• Audit report           <ul style="list-style-type: none"> <li>- Membership fees: \$42 000</li> <li>- Conference income: \$55 000</li> <li>- Current conference expenditure: \$23 000</li> <li>- Total income: \$110 000</li> <li>- Total expenditure: \$53 000</li> <li>- Profit before tax: \$57 000</li> </ul> <p>Audit opinion: financial report presents fairly with financial position of ASIEQ</p> <p><b>Moved</b> by Rod Knights, that the financial report and audit report be accepted</p> <p><b>Seconded</b> by David Gomulka</p> </li> </ul>	Carried
5.	<p><b>Appointment of Auditor</b></p> <ul style="list-style-type: none"> <li>• Rod Knights recommended Cameron’s to continue as auditor</li> </ul> <p><b>Moved:</b> Cameron’s Accounting Brisbane be re-appointed for 2014/2015 financial year.</p> <p><b>Seconded</b> by Victoria Barham</p> <p><b>ASIEQ Membership Fees</b></p> <p><b>Moved</b> by Justin Crowley that fees be increased to \$1600 for full members and \$800 for associate members</p> <p><b>Carried by acclamation</b></p>	Carried     Carried



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6.	<p><b>Election of Office Bearers</b></p> <p><b>Chair</b> Justin Crowley to remain chair for next 12 months</p> <p><b>Deputy Chair</b> Thanh Tran to remain Deputy Chair for next 12 months</p> <p><b>Secretary</b> Nomination Saija Saunders of Brisbane City Council <b>Motion:</b> SS accepted nomination</p> <p><b>Treasurer</b> Nomination Rod Knights of University of Queensland <b>Motion:</b> RK accepted nomination</p> <p><b>Executive Position</b> Nomination Mark Hopsick of Rio Tinto <b>Motion:</b> MK accepted nomination</p> <p><b>Executive Position</b> Nomination Trinity Makenzie of Arnott’s Brisbane Nominated by Victoria Barham <b>Motion:</b> TM accepted nomination</p> <p><b>Executive Position</b> Nomination Sue Richardson of Westpac Nominated by Thanh Tran Seconded by Bill Nevin <b>Motion:</b> SR accepted nomination</p> <p><b>Chair rehabilitation sub committee/ conference committee</b> Nomination Peter Irving of Brisbane City Council <b>Motion:</b> PI accepted nomination</p> <p><b>Carried by acclamation</b></p>	Carried
7.	<p><b>General Business</b> The chair opened the meeting to matters of General Business</p>	



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	<p>Conference Update</p> <p>Peter Irving gave an update on conference matters. The current revenue received for the conference is \$90 000. He is hoping to reach a goal \$150 000 in revenue.</p> <p>ASIEQ Calendar</p> <ul style="list-style-type: none"> <li>• Quarterly meetings to continue</li> <li>• Quarterly meetings with WC and WC Regulator to continue</li> <li>• To confirm Bruce Thomas workshop</li> <li>• To confirm Dibbs Barker conference, second half of 2015</li> <li>• To confirm Regular dates for North Queensland Conference and RTW Awards</li> </ul> <p>Governance Matters</p> <ul style="list-style-type: none"> <li>• Legacy of current executive               <ul style="list-style-type: none"> <li>- Developing executive roles/responsibilities to assist/support future exec</li> <li>- Develop run sheet detailing what is involved: e.g. current activities</li> <li>- Commenced development of year planner: details activities throughout the year</li> </ul> </li> </ul> <p>Membership/ sponsorship packages</p> <ul style="list-style-type: none"> <li>• Opportunities to increase associate membership</li> <li>• Opportunities for corporate sponsorship</li> </ul> <p>Secretariat Contract</p> <ul style="list-style-type: none"> <li>• To expire in June, end of financial year</li> </ul> <p>Potential Investment Options</p> <ul style="list-style-type: none"> <li>• Andrew Murrell from BHP raised the suggestion for ASIEQ to consider additional investment options with a proportion of the funds</li> <li>• JC suggested that following the conference the organisation would potentially consider additional investment options</li> </ul> <p>There being no further matters of General Business the chair declared the</p> <p><b>Meeting Closed:</b> at 3:55pm</p>	<p>Confirm dates for calendar</p> <p>Develop run sheet</p>