

## ASIEQ Annual General Meeting

- Date:** Friday 25 October 2019
- Time:** 3pm
- Location:** Burke Room, Mercure Hotel, 85-87 North Quay, Brisbane
- Attendees:** Appendix 1
- Apologies:** Cara Williams (BoltonClarke), Saija Saunders (Brisbane City Council), Tania Perina (CSR Ltd), Christine Litzow (CSR Ltd), Louise Cook (Gold Coast City Council), Lou Richards (Gold Coast City Council), Victoria Edwards (Qantas), Amanda Raines (Redland City Council), Justin Crowley (Toll Group), Tricia Testa (Tricare), Richard McLoughlin (Wesfarmers).
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### Review of the previous Minutes

The previous minutes were circulated.

*Louisa Hackenberg (Secretary) moved a motion to accept the minutes of the previous Annual General Meeting on the 19 October 2018 as a true and correct record. Seconded Victoria Barham. None Opposed. Motion Passed.*

### Presidents Report

Bill Nevin gave the President's report. He welcomed everyone and stated that we come together each year to look over what ASIEQ has accomplished during the past 12 months.

Bill noted that positive participation is the cornerstone of developing a strong and influential Association. It's important for us to thank those who help us develop and strengthen the organisation

Bill thanked the 2018/19 Committee.

### Office Bearers

- Deputy President – Susan Atme – Woolworths
  - Secretary – Louisa Hackenberg – Queensland Rail
  - Treasurer – Deborah Allen - Toll
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## **General Executive**

Louise Cook – Gold Coast Council  
Sharyn Bartlem - Westpac  
Richard Mcloughlin – Wesfarmers  
David Gomulka - JBS Australia

Bill noted that Susan Atme was in the role for 8 months before leaving for overseas. Susan was pivotal in the recruitment process for a new Secretariat. Deborah is leaving the Executive after spending three years in the roll as Treasurer. Louisa has also been pivotal to the organisation as Secretary of ASIEQ.

The Executive Committee meetings were reduced from 12 to 4 meetings per year to reduce administration and target resources.

Bill thanked the following sub committee members:

## **Legislation and Licensing Committee**

David Gomulka – JBS, Saija Saunders – Brisbane City Council, Clodagh McCowen – Coles and Justin Crowley - Toll

## **Marketing and Education Committee**

Victoria Barham – Star Entertainment, Trinity McKenzie – Arnott's and Victoria Edwards - Qantas

## **Collaboration Working Party**

Louise Cook – Gold Coast City Council; Rosemary Neal – GFG Alliance; Cara Williams – RSL Care; Sue Richardson – Myer and Josh Mountford - Gallagher and Bassett

## **Hopper Group**

David Gomulka – JBS and Louisa Cook – Gold Coast City Council

Bill thanked the Conference sponsors and supports who were:

Queensland Government	Australian Society of Rehabilitation Counsellors
Wesfarmers	Minter Ellison
Teys	BT Lawyers
Workcover Queensland	Dwf
Glencore	BarryNilsson
Qld Council of Unions	Australian Industry Group
Australian Rehabilitation Providers Association	Chamber of Commerce & Industry Qld
Personal Injury Education Foundation	Local Government Association of Queensland
Australian Lawyers Alliance	Griffith University
Kinnect Health Care	Leximed
Strive Occupational Rehabilitation	EML
RedHealth	Ipar
Mlcoa	Gallagher Bassett
Queensland Resources Council	Return to work matters
Health Benefits Good Work	Hall & Willcox
National Wellness Institute of Australia	QUT

This year the conference was sponsored and or supported in some way by each of the entities above. Bill encouraged attendees to consider adding their organisation's logo to support ASIEQ events. Bill gave special thanks to Wesfarmers, Teys and Glencore who purchased a table at the conference.

ASIEQ have also received sponsorship from website advertisements that includes:

3DMS	Leximed
adept IME	Lime Medicolegal
BarryNilsson	Mlcoa
BT Lawyers	OccPhyz Consulting
CitiScan Radiology	RedHealth
Ipar	Your Future career and wellness

Each year ASIEQ have a message that gives context to what we are trying to achieve for the year. In 2019 the ASIEQ message was *Back to Basics to build a better future*. The 2020 Executive should carefully consider the next message for the organisation.

Bill noted that ASIEQ has been grappling with the development of protocols in regard to running the Association for several years. As part of the back to basics commitment, the new executive undertook to develop a suite of By-laws in conjunction with the constitution that provide clear guidelines for the administrative running of the organisation.

Bill thanked Rachel Nevin (Smart Assist) who assisted in producing the first draft by-laws and Danielle Bolton (Association Solutions) for using the draft document to develop ten practical by-laws that can be updated and administered by the Executive Committee. These by-laws will assist current and future executive to understand the roles and responsibilities of their positions as well as the running of the Association. These by-laws have already started to streamline administration and will effectively allow the new executive to focus their time and energy towards new initiatives and opportunities.

As a result of developing the by-laws, a clean up of the constitution was conducted which corrected numerical and grammatical issues. A more detailed review will happen next year to target the core context of the Constitution. These two initiatives will provide a sound foundation to the Executive Committee to build on in the future.

Promoting a back to basics message to stakeholders was useful in seeking support to address some simple requests from stakeholders. A requests made was to the Office of Industrial Relations (OIR) for the release of all current documents pertaining to self-insurance so that a basic starter kit/resource could be developed for members. These are now available in the members area of the ASIEQ website. Bill noted that the maintenance of these resources needs to be considered and maintained by the new executive.

At the first Executive meeting of 2018/19, Susan Atme, Deputy President was appointed to manage and liaise with the Secretariat to ensure the administration needs of the association were being met. This assisted with communications between the Executive Committee and Secretariat. The Smart Assist contract was due to end on 31 July 2019 and they advised they would not be retendering for the role. This began a tender process led by Susan which generated more interest and tenders than previous years. Danielle Bolton and Association Solutions were appointed and commenced with ASIEQ on 1 August after a smooth hand over period. Danielle asked that thanks to Rachel Nevin be noted for her assistance during this period. The Secretariat contract has been altered to run on a calendar year to allow the incoming Executive Committee to decide on the following year's supplier for services. The new by-laws have now formalized that the Vice President will continue to manage the Secretariat relationship and tender.

Keeping with back to basics – the executive considered brand awareness and improving communications in a confidential environment. A LinkedIn site developed by Smart Assist has proved to be a useful tool however it is currently being under utilised and Bill encouraged all members to use this platform.

Last year saw ASIEQ explore different approaches to forums. Classroom style was limiting participation, so venues were changed to allow a cabaret style setup. Special thanks to Louisa Hackenberg and Louise Cook who looked at how these interactive sessions are run and this hopefully will continue in the future.

As part of the Hopper Initiative, the members forum in February included a workshop style approach with member interaction to discuss collaboration and what that means to members and how we could improve this. Many great ideas were put forward and a working party was created. A web based platform for interaction and collaboration between members was identified as a need and this was developed and implemented at a low cost. This Members Online Discussion Forum is now up and running with members interacting and it will prove a useful tool well into the future if embraced by members.

Another hopper initiative was to develop shared resources. A number of letter templates including IME letter of instruction with a wide range of useful questions was developed and loaded onto the ASIEQ members only portion of the website. Thanks was given to Louise Cook for coordinating the Collaboration Working Party.

Bill thanked David Gumulka for his work on the legislation and licensing committee and for representing ASIEQ on the stakeholder reference group. A detailed submission was lodged for proposed changes to the Workers' Compensation and Rehabilitation and Other Legislation Amendment Bill 2019.

Advice was received from Insurer Services in February 2017 that the OIR was conducting a review of the Insurer Audit process. The draft Workers' Compensation and Rehabilitation Act 2003 Compliance and Enforcement Policy and a draft Self-insurer Performance and Compliance Framework Policy were released late 2018 with strong advice they would be finalised by December 2018. Submissions reopened in January 2018 for a second round of consultation. The CWP & Silicosis issues, 5 Year review, the amendment Bill and change of Regulator have impacted progress on these issues. The Regulator will have more time to focus on these issues so prepare for things to move much faster. Bill encouraged members to attend the OIR forum on the 1 November as this will commence with an introduction and brief overview of the current Office of Industrial Relations (OIR) priorities and will be followed by a presentation on the draft claims audit framework.

The current Executive Committee have committed \$10 000 to replace the ASIEQ website which is now past its shelf life. The new Secretariat is keen to co-ordinate development and implementation of a new site with the support of the incoming executive. The number of paid sponsors on the site has increased and this will pay for the development costs within two to four years.

A fairly detailed conference summary was provided to members in the May forum and Bill did not feel the need to cover these again. A Marketing and Education Committee was developed to oversee the event and an agreement was made with Smart Assist to develop and run a 2 Day Conference. Bill noted that the conference resulted in a \$15 000 surplus along with \$51 000 of free or discounted offerings for members. ASIEQ had full control of marketing and promotion of its image and challenged the stakeholders in the scheme to Review the Past, Challenge the Present and Improve the Future. The ASIEQ event was promoted around Australia and allowed us to engage and influence major stakeholders within the scheme. We need to re-engage with these

organisations again next year and to continually improve. Feedback received was this was the best event run by ASIEQ to date.

Bill gave thanks to Mark Wiemers from Barry Nilsson for his long running support and assistance to ASIEQ. Once again Mark has co-branded and run several events in 2019 for the benefits of our members. Mark gives so much to the Association without getting recognition. ASIEQ need to build this and other relationships and work with supporters to provide targeted assistance to our members. Special Thanks to Mark for picking up the back to basics theme.

Bill gave a warning to employers. The OIR is endeavouring to enforce through prosecution. He noted the recent Townsville prosecution relating to medical certificates and rehabilitation plans being sent to a doctor. He encouraged members to carefully consider section 572A.

We are now in an environment where the wedge is being driven between insurer and employer. The separation is returning Self Insurance units back to Mini WorkCover's where the Employer hurts them and the Insurer picks up the pieces. This is a retrograde step, however the prosecution and compliance mentality is changing the ability to openly discuss ideas, concepts or provide examples without fear of prosecution or at least an investigation. The new executive will need to think carefully in regard to the communication and consultation process with the Regulator. There needs to be a shared vision and common purpose in the strategy that takes us forward. It also should be noted that the change in legislation is focusing on return to work outcomes, the rehabilitation resources will be stretched across the state. Regional areas will lose resources as WorkCover will be engaging more providers and are requesting more experience providers to perform their services.

Bill encouraged members to have a coffee with one of the new Executive Committee during the next year and share their experience. Discuss your bigger picture views.

Bill thanked everyone and said he is looking forward to a bright and prosperous new year.

*Bill Nevin (President) moved a motion to accept the President's report. Seconded Victoria Barham. None Opposed. Motion Passed.*

## Treasurers Report

Deborah Allen gave the Treasurer's report. The total balance in the bank on 30 September was \$149 372.16. Total equity of the organisation is \$169 338.86. Deborah noted that the membership invoices were sent out for this financial year and to date, about two thirds have paid.

Although the audit report show a loss of \$48 266.32, this is not a true reflection of last year's financial result. The previous financial year of 2017/18 showed a profit of \$32 145.48 which was largely made up of just over \$51 000 in income for the 2019 conference. The ASIEQ accounts have not been kept in true accrual accounting and consequently the reporting figures have not been a true reflection for that financial year. If the figures are adjusted for accrual account, the previous financial year should have shown a loss of \$19 000.

Another issue with how the accounts were recorded, is that membership fees have been allocated to whatever year they were taken. This year, this has been corrected so that next years accounts will be accurate. This removed \$23 000 in membership from the bank balance on 30 September 2019, to allow it money for this financial year to be reflected accurately.

The 2019 Conference ran over two financial years. When both years are taken into account, the conference financial outcome was as follows.

Item	2017/18	2018/2019	Total
Income	\$51,303.81	\$110,692.87	\$161,996.68
Expenses	\$12,684.96	\$124,502.51	\$137,187.47
Surplus			<b>\$24,809.21</b>

Moving forward, ASIEQ have transitioned to true accrual accounting for reporting. The BAS has been changed from annual to quarterly and that will be reported on a cash basis. We have also transitioned from using Quickbooks to Xero to give more detailed financial governance and reporting. The chart of accounts has been simplified and tracking systems have been implemented which will allow us to track each event run.

As a result of the accounting review, amendments were made to previously lodged Business Activity Statements resulting in a refund from the Australian Taxation Office of \$5 742.

Deborah noted that the budget for the 2019/20 year had been approved.

*Deborah Allen (Treasurer) moved a motion to accept the Treasurers Report. Seconded Bill Nevin. None Opposed. Motion Passed.*

Deborah recommended ASIEQ appoint a new Auditor for the next financial year as adjustments that should have been made to the accounts had not previously been noted by the current Auditor. Deborah recommended Mike McFillin from McFillin Auditors who have quoted \$1100 (ex GST) for the 2019/20 Audit and have agreed to be ASIEQ's future auditor. This figure is similar to the charge from this year's auditor.

*Deborah Allen (Treasurer) moved a motion to nominate Mike McFillin from McFillin Auditors to be the 2019/20 Auditor. Seconded Louisa Hackenberg. None Opposed. Motion Passed.*

## Elections

Danielle Bolton acted as the Returning Officer and declared all positions vacant. She noted that one nomination for each position had been received by the due date of 11 October and consequently, there was no need to take nominations from the floor for any positions. She announced the 2019/20 committee as:

President	Bill Nevin (Glencore)
Vice President	Clodagh McCowen (Coles)
Secretary	Louisa Hackenberg (Queensland Rail)
Treasurer	Victoria Barham (Star Entertainment)
Committee Member	Ann-Marie Saini (Westpac)
Committee Member	Cass Wild (Woolworths)

The new committee were welcomed.

## General business

Bill tabled a number of changes to the ASIEQ constitution that had been previously circulated to members. The intent of the Constitution has not changed and the amendments are largely grammatical and formatting. These amendments will place the new Executive Committee in a good position to do a more thorough review next year. Bill asked the members if there were any questions regarding the amendments and none were raised.

*Bill Nevin (President) moved a motion that the tabled changes of the ASIEQ Constitution be accepted. Seconded by Victoria Barham. None opposed. Motion passed.*

Bill thanked those involved with the Constitution review as it was a large task.

Bill thanked everyone for their attendance today and invited them to stay on for networking.

With no further business to attend, the meeting was declared closed at 4.12pm.

I hereby certify that these minutes are a true and accurate record of the meeting

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Bill Nevin – President

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Date

## Appendix 1 – Meeting Attendees

<b>Firstname</b>	<b>Surname</b>	<b>Company</b>
Joshua	Wong	3DMS
Michelle	Ware	Allianz
Sherree	Mackaway	ANZ
Stephanie	Naidoo	Aurizon
Saija	Saunders	Brisbane City Council
Jamie-Lee	Crawford	Coles Group
Clodagh	McCowen	Coles Group
Cass	Wild	EML
Suzanne	D'Andrea	EML
Rosemary	Neal	GFG Alliance
Thanh	Tran	GFG Alliance
Bill	Nevin	Glencore
Lee	Quinn	Glencore
David	Gomulka	JBS Australia
Rachael	Lindsay	LGAQ
Sid	O'Toole	Lime MedicoLegal
Karly	Gillett	Myer
Louisa	Hackenberg	Queensland Rail
Louise	Clayworth	Queensland Rail
Rehan	Lowmass	Red Health
Melanie	Kerslake	Resile
Victoria	Barham	Star Entertainment
Trent	Rickard	Teys Australia
Deborah	Allen	Toll Group
Justin	Crowley	Toll Group
Kate	Thurbon	UQ
Anne-Marie	Saini	Westpac

In attendance – Danielle Bolton, Secretariat.