



# Commonwealth Safety Management Forum

*“best practice for the prevention of incidents”*

## **Annual General Meeting** Federal Golf Club, Canberra Friday 25 November 2011 **Minutes**

The Chairman, Peter Clancy, welcomed all present to the Annual General Meeting of the Forum. He indicated that future AGMs would probably be held in September, separate from the Annual Conference.

### **Apologies**

The Chairman noted the apology of the Secretary, Karen Baldwin, who had child care duties to perform.

### **Chairperson’s Report**

The Chairman, Peter Clancy, stressed the success of the CSMF and its conferences in the last two years, noting that Barry Sheriff (Norton Rose), one of the architects of the harmonised legislation, had done a major presentation at the 2010 CSMF Conference and that Alena Titterton (Norton Rose) had used a scenario-based presentation at this 2011 CSMF Conference. On both occasions the provision of information to, and the great interaction with attendees, helped all our members to better understand the harmonised legislation.

Peter Clancy noted that all speakers today had been well received and he again thanked the speakers. He also noted that we have interesting speakers at our regular CSMF meetings throughout the year.

A number of steps have been taken and are continuing to be taken to improve CSMF governance. These include:

- Purchase of QuickBooks accounting software [Done].
- Updating and maintenance of CSMF website [Done and ongoing].
- Investigating the use of PayPal to facilitate membership payments [Currently].
- Review of Constitution and membership fees and rules [2012].
- The update and reissue of the CSMF business plan [2012].

Peter thanked members for their active feedback and member contributions throughout the year, and also today at the conference. Members’ contributions to discussion, ideas and debate reflect a key underpinning value of the forum – the sharing of ideas and information.

## **Treasurer's Report**

The Treasurer, John Smith, gave a verbal report reading from the Profit and Loss Statement and the Balance Sheet.

He said as at 30 June 2011 the Forum had \$25,082.84 in the bank and zero liabilities. During the year the Forum had a net income of \$10,654.99.

The Profit and Loss Statement and Balance Sheet are attached for information.

### *Income*

- Memberships, sponsorships and sales of "Out There".

Most income had been from memberships and sponsorships. The Forum also received \$2,240.00 from sales of its publication *Out There!*

### *Expenses*

- Conference, meetings, office supplies and website.

The main expenses related to meeting costs, including the 2010 Annual General meeting, with catering and venue hire being the main expenses. As well as office supplies, other costs included running the web-site, and bank fees.

## **Election of Office bearers**

Seven nominations were received for eight positions on the Executive.

- Chairperson – Peter Clancy (re-elected)
- Treasurer – John Smith (re-elected)
- Secretary – Karen Baldwin (re-elected)
- Committee/Office Bearers
  - John Schofield (re-elected),
  - Greg Seberry (re-elected),
  - Vickie Gouvoussis (AusTrade)
  - Sue Allen (Bureau of Meteorology)
- All nominees were elected by a show of hands (unanimous).

## **Other Business**

- Notice of need to amend the Constitution

John Smith advised that Clause 8.1 of the Constitution requires that it be reviewed every two years. In addition, with the advent of the new WHS Act, there is a need to review and update the CSMF Constitution as the current basis of membership is those covered under the current Act.

- Review of membership rules

John Smith indicated that as mentioned in regard to the Constitution we need to review the rules around membership to ensure the integrity of the Forum, and that this will also require amendment to the CSMF Constitution.

- Review of membership fees

John Smith indicated that the membership fee structure had remained unchanged since approximately 2003/4 and that it was appropriate, in regard to the review of the membership rules, to look at the fee structure as well. This will not require any Constitutional amendment.

### **Next meeting**

The next meeting of the Forum will be late February or early March with the next AGM being September 2012.