



**Safety Institute of Australia Limited**

ACN 151 339 329

(The Institute)

**Minutes of the**

**Annual General Meeting of the Institute**

Held at 5.00pm on Tuesday 29 August 2017

Location: Victoria University City Convention Centre,

Level 12, 300 Flinders Street, Melbourne VIC 3000

**1. Opening and Chairman's Welcome**

The meeting was called to order at 5.04pm by the Chairman who acknowledged the traditional owners of the land. It was noted that there were 37 members present in the room and a further 39 members participating online, giving a total of 76 participating members.

**2. Apologies**

Apologies were received from Patron, Sir Peter Cosgrove, Julie Deakins, Alan Murray Giles, Kevin J. Beinke, Tanya Barrett, Brian Horsfield, Peter McMahon, Steve Wall, Victoria Taylor, Peter Henneken and Cameron Montgomery.

**3. Declaration of Proxies**

No proxies were declared

**4. Declaration of Quorum**

Company Secretary, David Segrott declared that with 76 members present in person or online, this met the requirement for a quorum of 20 members so the meeting proceeded on this basis.

## 5. Consideration of minutes of previous meeting 2016

Minutes of the previous meeting held on 5 September 2016 were presented as circulated previously for acceptance.

**Moved:** Patrick Murphy

**Seconded:** Jon Temby

**Carried:** Unanimously

## 6. Reports

### a.) Chairman's Report

Patrick Murphy presented the Chairman's report for the activities of the year and outlined the improvements made in the performance of the organisation. Patrick highlighted that the SIA has continued to build its capability to serve its membership and the broader community in the safety field. He indicated that there are still many challenges facing the profession and that we must not be complacent in this endeavour.

Patrick went on to say that as professionals, we must be:

- Enablers in business, not blockers
- Reduce complexity each and every day
- Cut through more and more and especially at the front line
- Inject more of the H into OHS, with a stronger focus on the health aspects of the workplace
- Clear on the commercial value of what we are doing
- More open to new ideas and learning and challenge ourselves

Patrick went on to outline the work that the Board has focused on over the last 12 months, with particular emphasis on Capability and highlighted the improvements that had been achieved, including:

- Body of Knowledge (BOK) describing the key elements of OHS work;
- Education Assurance including;
  - Accreditation of Higher Education; and
  - Advocacy in relation to improve VET training
- Role definition including knowledge and skill requirements consistent with the Global Capability Framework (GFC)
- Capability Assurance through our Certification Program
- Framework for learning through a robust CPD program

Patrick then highlighted the work that has been done in prosecuting and pursuing our policy agenda and the development of a number of position statements to clearly indicate the views of the profession and the increased level of recognition of the SIA by stakeholders through a high level of engagement with other parties, including the regulators, the unions and the policy making bodies in the safety space.

Finally, Patrick acknowledged the groups that make the work of the SIA possible:

- The members
- The staff
- Our strategic partners
- The Board
- The retiring Directors

Patrick then invited CEO David Clarke to deliver his report.

b.) CEO's Report

David Clarke presented an extract from the notes contained in the formal annual report and commented upon the challenges that the organisation continues to face:

He particularly highlighted the work done and achievements made in relation to:

- Education Registration
- Certification of the Profession and its Members
- Improvements to the VET sector that were essential
- Details of the Operational achievements in continued improvement to the running of the National Office and the support for the Branches
- Pursuit of the Policy Agenda of the SIA
- Development and expansion of the College of Fellows
- Mentorship for new and emerging members
- Development and provision of Webinars
- Development of Networks
  - YSP
  - WISH
- Support for Regional Members
- Branch support
- Online products and Services
- Training partnerships
- Magazine, Journal and E-News
- Conferences
  - #SafetyScape
- Revised and upgraded Events philosophy

David went on to say that the SIA has achieved great things over the last couple of years but still had more to do going forward.

The reports were put to the meeting for acceptance.

**Moved:** Patrick Murphy

**Seconded:** Roger Fairfax

**Carried:** Unanimously

c.) Financial Report

Nathan Winter outlined the continued improvement in the financial performance of the organisation and commented that this continued to be as a result of the exercise of significant discipline and major structural changes within the organisation.

Nathan indicated that revenue had consistently increased over the last two financial years, with achievement of an additional \$300,000 revenue in the last financial year.

This coupled with continued diligence in cost control had seen the surplus increase from \$44,000 two years ago to just over \$124,000 this financial year.

Nathan outlined the future financial performance would be reliant on continuing the disciplined approach in the face of challenging times, particularly in relation to income streams changing with more competition in the market place.

Nathan reported that the auditors had issued an unqualified opinion for the FY17 audit of the SIA's accounts.

The report was put to the meeting for acceptance.

**Moved:** Nathan Winter

**Seconded:** Jon Temby

**Carried:** Unanimously

## **7. Appointment of Auditor**

Nathan Winter introduced the requirement to appoint an auditor under the Corporations Act and proposed that Crowe Horwath, the auditor for the last four years be re-appointed for a further year, noting that within the coming year that market testing would be undertaken for this role on an ongoing basis.

**Moved:** Nathan Winter

**Seconded:** Andrew Maunder

**Carried:** Unanimously

## **8. Declaration of Directors Election**

The Chairman, Patrick Murphy advised that the election process was again held electronically, supervised by Elections Australia Pty Ltd, with provision for physical voting for those members who were not electronically able to vote.

Patrick thanked outgoing Directors, Lindsay Kranz, David Segrott and Andrew Maunder for their service over the last three years and indicated that David Segrott had not sought re-election.

Chairman then handed over to Company Secretary David Segrott to declare the votes.

David indicated that a total of 240 members had cast valid votes, with 238 of these lodged electronically and two lodged physically.

Votes received were declared as follows:

Name	Electronic Votes	Postal Votes	Total Votes
Colin Chua	23		23
Lindsay Kranz	45		45
Adam Fewster	18		18
Stephen Thomas	39		39
Martyn Hill	23		23
Andrew Maunder	36		36
Naomi Kemp	150	1	151
Bob Stacy	22		22
Bryce McLaren	72		72
Hannah Waters	78		78
Rodney Fox	20		20
Kevin Figueiredo	69	2	71
Alan Girle	41	1	42
Total Votes	636	4	640
Informal Votes	1		1

On the basis of the above, Naomi Kemp, Hannah Waters and Bryce McLaren were declared elected for a period of three years.

## 9. Other Business

There being no other business, the Chairman Closed the meeting at 5.56pm.



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Chairman

25 September 2017

Date