



Australasian Road Rescue Organisation Inc.

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Minutes of the Annual General Meeting Lardner Park, Warragul, Victoria Saturday 28th July 2018

President, Mark Roche, opened the Annual General Meeting at 1830 hours, welcomed and thanked everybody for attending.

Attendance

Steve Rothwell	Dave Stackhouse	Glen Maule	Tim Fox
Mark Roche	Brad Setch	Rob McNeil	Mick Vanderzalm
Peter Bradow	Dean Asher	Sean Lester	Mark Osborne
Tony Searle	Stephen Lewin	Curt Ward	Sally Jaggard
Kym Schmid	Shane Cole	Matthew Thornton	Dan Ohs
Nigel Lilley	Steve Mann	Ces Pacey	Jemal Weston
Quentin Botha	Cooper Born	Steve Gallagher	Tony Hine
James Boland	Paul Pulleine	Gerrard Collins	Ian King
Gerry Sheridan	Richard Hobbs		

Special guests: Nil

1. Apologies

Brian Watters, Richard Kaminski, Stewart Masson, Michael Morgan, Clayton Alison, Shane Cole, Rob Cronk, Dave Mitton

2. Registration of Proxy Votes - Nil

3. Correspondence

Correspondence of note relating to the general running of the business was read out by SR. One item of note was a letter from the Commissioner, Queensland Fire and Emergency Services offering to host ARC20. The ARRO Executive have accepted this offer.

4. Minutes of previous Annual General Meeting

President Mark outlined the minutes of last year's AGM making note of some of the key aspects. There was no discussion and the minutes were accepted as read.

Motion:

"That the Minutes of the 2017 Annual General Meeting be accepted as read."

Moved: Mark Roche

Seconded: Ces Pacey

Motion: Carried

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5. Presentation of President's Report

President Mark presented his report for the year just completed. A copy is attached to the minutes.

Motion:

"That the President's report be accepted as presented."

Moved: Mark Roche

Seconded: Dave Stackhouse

Motion: Carried

Discussion: Nil

6. Presentation of Technical Committee Report

The chair of the Technical Committee, Tim Fox, presented the report for this committee. A copy is attached to the minutes.

Motion:

"That the Technical Committee report be accepted as presented."

Moved: Tim Fox

Seconded: Jemal Weston

Motion: Carried

Discussion: Nil

7. Presentation of Financial Report

The Compliance and Governance Officer, Glen Maule, presented the financial report for the financial year ending 28th February 2018. A copy is attached to the minutes.

Motion:

"That the Treasurer's report be accepted as presented."

Moved: Glen Maule

Seconded: Nigel Lilley

Motion: Carried

Discussion: Nil

8. Special Resolutions - Nil

9. Election of Office Bearers

In accordance with the Rules of Association, half of the committee positions on the Executive and Technical Committees fall vacant each year. Each position is elected on a two-year rotational basis.

Office bearing positions falling vacant in 2018 are:

- Executive Committee – Vice President
- Executive Committee – Compliance and Governance Officer
- Technical Committee – Research and Education Officer
- Technical Committee – Trauma Challenge Co-ordinator
- Technical Committee – Technical Specialist

Executive Officer Steve read out the nominations received for each of the following vacancies:

- Executive Committee (Vice President) – Michael Morgan
 - As Michael was the only nomination, President Mark confirmed Michael's appointment.
 - For the members information, SR read out the profile of Michael
 - MR thanked Rob McNeil for his years of service to ARRO and his leadership in creating the capability hub concept and introducing the organisational values statement.
- Executive Committee (Compliance and Governance Officer) – Tim Fox
 - President Mark thanked Glen for his 17 years of service to ANRARA and ARRO and spoke to his achievements that ranged from assessor level, technical committee through to being a valued member of the Executive.
- Technical Committee (Technical Specialist) – Dave Stackhouse, Jemal Weston
 - Executive Officer Steve outlined the process under the Rules of Association (*last amended July 2017*) where Rule 54 describes the Ballot process. Both nominees are allowed time to provide a short speech to the AGM on their claim to the position. This is then followed by a secret ballot held by the Returning Officer who is appointed by the President. The person receiving the most votes would then be appointed to fill the position.
 - After some discussion it was agreed to move through the other positions and return to this one at the end of the process in case there were multiple applicants for the remaining positions.
- Technical Committee (Research and Education Officer) – Peter Bradow
- Technical Committee (Trauma Challenge Co-ordinator) – Paul Pulleine

Based on the number of nominations, elections for these positions (Vice President, Compliance and Governance, R&E, Trauma Challenge Co-ordinator) are not required, President Mark declared the positions filled by the nominees.

President Mark then returned to the Technical Committee (Technical Specialist) position where nominations were received from Dave Stackhouse and Jemal Weston.

Prior to the Ballot process commencing, Dave Stackhouse proposed to the President and members of the AGM that due to Tim Fox vacating his Executive Committee role as Challenge Co-ordinator to assume the role of Compliance and Governance Officer that he would withdraw his nomination for Technical Specialist and seek nomination to fill the one-year vacancy as Challenge Co-ordinator on the Executive Committee.

Executive Officer Steve advised that Rule 51 (3) and 57 (1) (a) both allowed for this to occur.

51 Nominations

- (1) Prior to the election of each position, the Chairperson of the meeting must call for nominations to fill that position.
- (2) An eligible member of the Association may—
 - (a) nominate himself or herself; or
 - (b) with the member's consent, be nominated by another member.

- (3) A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

57 Filling casual vacancies

- (1) The Committee may appoint an eligible member of the Association to fill a position on the Committee that—
 - (a) has become vacant under rule 56; or
 - (b) was not filled by election at the last annual general meeting.

With that, President Mark then declared:

- Technical Committee (Technical Specialist) filled by Jemal Weston
- Executive Committee (Challenge Co-ordinator) filled by Dave Stackhouse noting that this position would be called again in 2019 for the full two-year term.

10. General Business

- **World Rescue Organisation**

World Rescue Challenge 2018:

- ✓ WRC18 will be held in Cape Town, South Africa and will be hosted by the South African Medical Rescue Organisation (SAMRO)
 - ✓ Whitianga (NZ) and Wollongong (NSW) will represent ARRO at the Challenge
 - ✓ WRC17 in Romania was attended by Cairns (Qld) and Geraldine (NZ) with both teams representing ARRO.
 - ✓ ARRO still engages with the WRO mostly via written correspondence due to the timeframes and locations of meetings. Executive Officer Steve attended the 2017 WRO AGM via Skype.
 - ✓ President Mark will be attending (in person) WRC18 and the World Rescue Organisation's AGM representing ARRO
- Location and Date of 2019 Australasian Rescue Challenge
 - ✓ ARC2019 will be jointly hosted by NSW State Emergency Service and Fire and Rescue, NSW
 - ✓ The Challenge will be held at Dubbo over the 25th to 28th July 2019

Meeting Closure:

There being no further formal business, President Mark closed the AGM at 1925 hours and opened the floor to the annual general member's discussion.

General Discussion Post the AGM

1. Tim Fox announced that Brad Setch (Technical Committee – Medical Specialist) had, that day, resigned from the Technical Committee with the position having 12 months remaining. Brad spoke to the reasons why he elected to stand down as a committee member however expressing a desire to remain as a financial member of ARRO and would like to be considered for medical assessor roles at future ARC's. President Mark thanked Brad for his leadership in and across all medical aspects of the ARC but none more so than the advancements in moulage, the introduction of the trauma challenge and the creation of the Trauma Challenge Co-Ordinator position. MR also acknowledged his dedication to the ARC's and his work (with Glen Maule) in the lead up to ARC17 particularly around the preparation of vehicles and venue. Paul Pulleine rose to publicly thank Brad on behalf of the medical membership of ARRO.

ACTION: MR advised that ARRO would seek expressions of interest from the ARRO membership to fill the temporary position that Brad has vacated. The Executive will then appoint someone to fill the temporary role until it's called for its two-year rotation at ARC19.

2. Ces Pacey requested more assistance (arms and legs) in the set up and running of the ARC from a scenario set up perspective.

ACTION: MR asked the Technical Committee to seek further clarification and provide recommendations to the Executive.

3. Ces Pacey asked for a review into the point scoring system particularly around the 'count back' process where the first avenue is to examine the Command assessor. Ces believed that this laid blame on the Team Leader. Ces asked that ARRO review the UFBA process.

ACTION: MR referred the matter to the Technical Committee.

4. Tony Hine spoke to the concerns around the access of Go-Pro's from agencies. Tony suggested that ARRO purchase Go-Pro's for the cache. Dan Ohs advised that St John has loaned them previously. Dean Asher recommended ARRO purchase Go-Pros and charging banks and believes that they will last 5 to 7 years.

ACTION: MR requested that Dean Asher provide a recommendation to the Executive via the Technical Committee to identify a suitable solution for ARC19 and beyond.

5. Dan Ohs has requested that ARRO consider opening a NZ bank account so that NZ members do not have to pay the international transfer fee. SR advised that this might be prohibitive however provided the option of ARRO paying the fee under 'remitter' status within the online banking process. This option was agreed upon by the President.

ACTION: ARRO to pay the international transfer fee when processing claims from NZ assessors.

6. Dan Ohs asked if the new PPC being allocated will be replaced on a cost-free perspective if damaged or worn. MR discussed the process of the sponsorship deal and how the allocation of two sets would be provided to CMT members and that the sponsors would most likely replace sets on a replacement however MR undertook to have further discussions with the sponsors and seek clarification.

ACTION: MR to further discuss with PacFire/Bristol.

7. Quentin Botha requested ARRO consider buying four iPads for the Trauma pits.

ACTION: MR referred the matter to the Technical Committee.

8. Brad Setch raised his concerns in relation to the new meal entitlement process paying on actuals rather than allowances. Brad asked that the process be reviewed by the Executive committee as the process of gathering receipts is onerous. MR spoke to the process and the decision made by the Executive highlighting that the Executive increased the allowance and tightened the governance process to capture actual claims on production of a receipt. This was conducted as part of the ARRO policy review process in November 2017 with the decision being provided to the CMT in April 2018 and again raised at the Assessor workshop prior to the ARC commencing. Discussion centred on the new approach with members asking that the new process be revoked and a return to the previous policy (set allowance rather than actuals) be adopted as it was considered too onerous for volunteers.

ACTION: MR indicated that, based on the discussions, the item would be taken back to the Executive for further discussion.

Meeting Closed

There being no further business, President Mark thanked all for attending the meeting, and closed it at 2000 hours.