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# **AUSTRALIAN COUNCIL OF STOMA ASSOCIATIONS INC**

## **MINUTES OF THE 15TH ANNUAL GENERAL MEETING**

**HELD IN ADELAIDE, SA ON 16TH AND 17TH OCTOBER, 2015**

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### **Agenda Item 1 Welcome, roll call, proxies, confirm agenda and accept rules of debate**

The meeting opened at 8.35am with a welcome by the President to all meeting delegates and observers.

Executive Members Present were:

<b>President</b>	Geoff Rhodes
<b>Vice President</b>	David Munro
<b>Secretary</b>	Rosemary Quick
<b>Treasurer</b>	Peter Lopez

ACSA Administration Officer, Kylie McGrory, was also present.

Associations represented were:

<b>ACT &amp; District Stoma Associations</b>	Rosel Robertson	Dave Ramsay
<b>Colostomy Association of NSW</b>	Eugene Tomczyk	Peter De Luca
<b>Ostomy NSW Ltd</b>	Tom Flood	Bob Newman
<b>Ostomy Tasmania</b>	Sue Hoyle	Maree Mills
<b>Bendigo and District Ostomy Association</b>	David McCauley	
<b>Colostomy Association of Victoria</b>	Barry Morgan	Brendan Smith
<b>Ileostomy Association of Victoria</b>	Janice Anderson	Wendy Taylor
<b>Ostomy Association of Melbourne</b>	Ian Samuel OAM	Sue Reid
<b>Warrnambool Ostomy Association</b>	Ray Hoy	
<b>Ostomy Association of South Australia</b>	Bruce Harvey	Ruth Horne
<b>Ileostomy Association of South Australia</b>	Ian Draper	Val Macey
<b>Gold Coast Ostomy Association</b>	Warren Rayment	Norm Kelly
<b>North Queensland Ostomy Association</b>	Gwenda Williams	
<b>Queensland Ostomy Association</b>	Bernie Preuss	Jocelyn Stocker
<b>Queensland Stoma Association</b>	Gerry Barry	Geoff Melton
<b>Toowoomba &amp; SW Ostomy Association</b>	Bob Schull	Rebecca Jenkins
<b>Wide Bay Ostomy Association</b>	Trina McRae	Heather James

**Western Australian Ostomy Association**

Jess Whitehouse

Craig Walton

Association Voting Entitlements were:

<b>ASSOCIATION</b>	<b>Medicare 2015</b>	<b>VOTES</b>
<i>ACT &amp; Districts</i>	837	2
<i>Colostomy Association of NSW</i>	5558	12
<i>Ostomy NSW Ltd</i>	6175	13
<i>Ostomy Tasmania</i>	1544	4
<i>Cancer Council of Northern Territory</i>	245	1
<i>Bendigo and District Ostomy Association</i>	944	2
<i>Colostomy Association of Victoria</i>	1404	3
<i>Geelong Ostomy Association</i>	925	2
<i>Ileostomy Association of Victoria</i>	885	2
<i>Ostomy Association of Melbourne</i>	5357	11
<i>Peninsula Ostomy Association</i>	1863	4
<i>Victorian Children's Association</i>	282	1
<i>Warrnambool Ostomy Association</i>	187	1
<i>Ostomy Association of SA</i>	2230	5
<i>Ileostomy Association of SA</i>	1949	4
<i>Gold Coast Ostomy Association</i>	1256	3
<i>North Queensland Ostomy Association</i>	1036	3
<i>Queensland Ostomy Association</i>	2026	5
<i>Queensland Stoma Association</i>	2806	6
<i>Toowoomba &amp; SW Ostomy Association</i>	454	1
<i>Wide Bay Ostomy Association</i>	603	2
<i>Western Australian Ostomy Association</i>	<u>3632</u>	<u>8</u>
<b>Total</b>	<b>41866</b>	<b>95</b>

The meeting began with a roll call of all members present and a call for apologies. Apologies were received from Cancer Council NT, Victorian Children's Association and Peninsula Ostomy Association. A special welcome was extended to life member Peter McQueen, and to Department of Health representatives Lynda Hurley and Natalie Relph. It was noted that Bendigo Ostomy Association held a proxy for Peninsula Ostomy Association.

It was agreed that the Agenda as set out by the Secretary be confirmed, and that the Rules of Debate as circulated be adopted.

## **Agenda Item 2 Confirmation of Minutes**

The minutes of the 15<sup>th</sup> AGM held on the Gold Coast in October, 2014 and previously circulated were confirmed.

Ian Samuel (OAM) moved that the minutes as previously circulated be accepted. Norm Kelly (GCOA) seconded the motion.

*A resolution to accept the minutes as a true record was approved and carried*

## **Agenda Item 3 Business arising from the Minutes**

There was no business arising from the minutes of the 2014 meeting other than that carried over to general business.

## **Agenda Item 4 Executive Report on Activities of Council**

President Geoff Rhodes submitted his written report on the activities of Council and the Executive.

Geoff thanked the South Australian Conference Organising Committee of 2015 for their efforts in organising a fantastic conference venue.

*A resolution to accept the Presidents report on behalf of the Executive was approved and carried*

## **Agenda Item 5 Consider and Receive Statement of Accounts**

Treasurer Peter Lopez presented the accounts of ACSA for 2014/15 and explained the key aspects. Peter introduced that the Executive has recommended an increase in the Australia Fund contribution to \$15,000 for 2015/16 but that further discussion will be held during the General Meeting.

*A resolution to accept the Treasurers report including the financial accounts was approved and carried.*

The Treasurer recommended that Wilco Accountants be reappointed as Auditor for the 2015/16 accounts however qualified that the nominated auditor may change following negotiation with the 2015/16 treasurer.

*A resolution to accept the Treasurers recommendation was approved and carried.*

## **Agenda Item 5A: Business arising from the Treasurers Report**

The Treasurer clarified that, although the decision had been made at the 2014 AGM to transfer an amount of \$10,000 to the provision for STN training, it continues to appear as \$8,640 in the balance sheet. Peter informed that, while the transfer had been executed, it was incorrectly categorised as a provision for SAMS training but will be corrected accordingly.

There was no other business arising from the Treasurers report.

## **Agenda Item 6 Introduction of Budget and Capitation Fees**

The Executive recommended that the capitation fee for 2015/16 remain unchanged at \$1.50 plus GST. It was agreed that ratification of the capitation fee for 2015/16 will be carried over to the ACSA General Meeting.

The Treasurer introduced the budget for 2015/16. It was agreed that ratification of the budget will be carried over to the 2015 General Meeting.

## **Meeting suspended at 9.30 am for the Official Conference Opening**

The Conference was officially opened by Australian Crohns and Colitis Association Ambassador, Luke Escombe. Luke delivered an engaging and entertaining recount of his crohns disease and ostomy journey with which many attending delegates and observers could empathise.

## **Meeting resumed 10.30 am**

## **Agenda Item 7 Reports from Committees and Coordinators**

The reports of the Committees and Co-ordinators were presented by:

### **i International Ostomy Association (IOA) and Asia South Pacific Ostomy Association (ASPOA):**

A written IOA/ASPOA report was tabled by ACSA ASPOA Presentative Peter McQueen.

ACSA President Geoff informed Council that he attended the 2014 ASPOA meeting in Vietnam in October 2014 with Peter McQueen and that a key outcome of the meeting was the establishment of a memorandum of understanding with Mongolia for the supply of donated appliances through the Australia Fund.

Council was informed that the next meeting of the ASPOA will be held in March/April 2017 in Seoul Korea in conjunction with the ASSR.

There was no business arising from the IOA and ASPOA report.

### **ii Stoma Product Assessment Panel (SPAP)**

ACSA SPAP Representative Geoff Rhodes submitted a brief update on the activities of the

Stoma Products Assessment Panel. Geoff's report introduced the topic of the impending tender of products in SAS groups 1-3.

It was agreed that further discussion concerning the Group 1-3 tender will be carried over to General Business.

**iii Appliance Officer**

Appliance Officer, Sue Hoyle, submitted a written report.

There was no business arising from the Appliance Officers Report.

**iv Ostomy Australia**

Ostomy Australia Editor, Kim Lyell, presented a comprehensive written report and complemented his written report by explaining some of its key aspects to delegates.

It was noted that the 2015 conference will be the last attended by Kim in his capacity as Editor of Ostomy Australia. President Geoff Rhodes thanked Kim for his efforts during his 5 years as Editor.

Geoff introduced Peter Fuller (ACT) as the nominated replacement Editor (effective July, 2016).

**v Administration Officer/Webmaster/Australia Post Coordinator**

Administration Officer, Kylie McGrory, submitted a written report.

Kylie reminded delegates that Australia Post intends to phase out the parcel post service within the next couple of years and that it is expected that the phase out will be through voluntary transition to the E-parcel service driven by uneconomical parcel post pricing.

**vi Australia Fund**

A written report was submitted by the Australia Fund National Coordinator, Sharleen Condon, and Australia Fund Chairperson, Gerry Barry.

Gerry expanded on his report and introduced that growth in the Fund has increased the administrative activities of the fund and that nominations for an administration assistant will be sought at the 2015 Australia Fund meeting.

It was acknowledged that many associations continue to actively support the activities of the Australia Fund and that the quality of life of recipients is vastly improved by the work of the fund and contributing associations.

*A resolution to accept all coordinator reports was approved and carried.*

The President expressed appreciation on behalf of Council and the Executive for the work undertaken by the Committee Chairs and Co-ordinators and stated that the good work of ACSA was only

possible because of their support and assistance.

The Annual General Meeting was adjourned at 10.45 am on Friday 16<sup>th</sup> October, 2015 to receive a report on the Gold Coast Ostomates Seminar (delivered by Warren Rayment) and the Gold Coast Ostomy Association's PNG Welfare Project (delivered by Norm Kelly). This was followed by a presentation by Lynda Hurley, Director, Product Schemes Section of the Department of Health (refer addendum).

The 2015 Annual General Meeting resumed at 4.15 pm on Saturday 17<sup>th</sup> October, 2015.

### **Agenda Item 8 Resignation and Appointment of Office Bearer**

The resignation of Treasurer Peter Lopez was accepted by Council.

A nomination for the position of Treasurer was received from Robert Barsing, Wide Bay Ostomates Association Inc.

*A resolution to accept the nomination was approved and carried*

It was agreed by Council that the new Treasurer will select an auditor for 2015/16.

President, Geoff Rhodes thanked outgoing Treasurer Peter Lopez for his commitment to the work of ACSA during his 11 years as Treasurer.

### **Agenda Item 9 Dates & place for next meeting**

It was agreed that the next AGM of Council will be held in Canberra, ACT on Friday, 21<sup>st</sup> October, 2016.

President Geoff Rhodes in his closing remarks thanked the 2015 South Australian Conference Organising Committee for hosting a successful conference and Annual Meeting.

The meeting was declared closed at 4.30 pm on Saturday 17<sup>th</sup> October, 2015.

Confirmed by:



Geoff Rhodes  
**President**

## Department of Health (DoH) and Department of Human Services (DHS) Presentation

### ACSA Meeting, Adelaide, October, 2015

Following the adjournment of the 2015 ACSA Annual General Meeting on Friday 16<sup>th</sup> October, 2015, Lynda Hurley, Director of the PBS Product Schemes Section (Department of Health) provided delegates and observers with a brief summary of the current scheme environment and informed them about the progress of the ongoing Stoma Appliance Scheme review. She informed that the SPAP have made recommendations with respect to the Group 9 accessories review (following feedback from stakeholders) and that a report has been submitted to government for consideration.

Lynda then addressed the following questions which were presubmitted by association delegates.

#### **1. Application of “More than 4 times” rule (DoH)**

**We require clarification of this rule when a combination of different products (i.e. different code nos) results in more than 4 times a type of product being issued. Can Association personnel be adjudicators in this scenario or does the “each code no. stands alone’ rule still apply?**

Lynda clarified that this rule (Stoma Appliance Scheme Operational Guidelines clause 9.7) should apply when the authorisation of additional stoma appliances by PB050 will result in more than four times the standard supply of any one product or any combination of products with the same purpose, regardless of the products SAS group or sub-group. She cited the example of an Application for Additional Stoma Appliance (PB050) which will result in 2 x the standard supply of one piece closed pouches (Group 1B) and 3 x the standard supply of one piece drainable pouches (Group 2A) and stated that this must be referred to DoH for approval as it will result in 5 times the standard supply of a combination of products with the same purpose. Lynda reminded that this approach should also be taken when considering whether clinical justification for an increased supply is required ie: when the PB050 will result in more than twice the standard supply.

#### **2. Stoma Appliance Schedule-confusing product descriptions on the SAS –**

**Are companies providing clear short descriptions to software providers as promised in 2014 or does Secretariat intend to provide better descriptions on the SAS Schedule?**

Lynda informed that the descriptions appearing in the Stoma Appliance Scheme schedule are those provided by product suppliers and that associations should liaise with product suppliers directly should an alternative description be required.

#### **3. Forms PB049 and PB050-**

**We still have a lot of trouble getting a couple of STNs to fill the forms out completely – they just put the Hospital admittance sticker on the form and assume that will do (i.e .has Medicare No. and DOB) but they don’t bother filling in the boxes or ticking type of stoma etc. We also have difficulty getting the original forms; often just a faxed copy. Can DoH/DHS advise whether this practice is acceptable or do we have some authority to continue to ask for original forms to send in to the DHS?**

Lynda reminded associations that all sections of a PB049 and PB059 must be completed by the authorising Stomal Therapy Nurse or medical practitioner. Lynda also reminded that, as program service providers, it is the responsibility of associations to ensure that SAS forms are completed correctly before submitting to DHS. She recommended that associations return incomplete forms to the authorising practitioner for completion and stated that it is an expectation that the original PB049 and PB050 should be submitted to the association by the authorising medical practitioner/STN

**4. Does a new tendering system mean that some suppliers will no longer be able to supply products and some products will no longer be available? If products become unavailable and are no longer on the scheme how will associations be reimbursed for current stock held?**

Lynda reminded delegates that the decision to tender a sub group of Stoma Appliance Scheme listed appliances was made by cabinet, not the Department of Human Services and that, because the tender document is still in the development stage, she is unable to provide much information beyond basic details. She stated that she was more than happy to accept feedback for consideration during development of the tender document.

Associations raised a number of pertinent concerns regarding the impact of the tender on member ostomates, associations, stomal therapy nurses and the public health system in general.

**5. How does the Department account for Dual and Triple Ostomates in numbers reported to each Ostomy Association?**

On behalf of DHS, Lynda informed that the Department does not account for dual and triple ostomates in numbers reported to ACSA. She clarified that the Medicare numbers as reported represent the number of unique registrant claims submitted by each association and paid by DHS within a given period. As dual ostomy numbers are unique, they will be included in the reported figures.

**6. How does the Department deal with holidaying ostomates who arrange to receive supplies from Associations other than where they hold membership?**

On behalf of DHS, Lynda responded that the Department deals with claims submitted on behalf of holidaying ostomates in the same manner as they would with any other submitted claim. Lynda reminded that it was up to the issuing association to confirm with the holidaying members home association that the member is eligible for supply within the requested period.

**7. In reporting numbers obtaining supplies from individual Associations, at what date does your year end?**

On behalf of DHS, Lynda informed that the figures reported to ACSA represent the numbers of unique claims submitted by an association and paid by DHS during the period 1 July to 30 June.

**8. Which period was covered by the statistics provided on 30<sup>th</sup> June 2015?**

Lynda informed that the statistics provided by DHS on 30<sup>th</sup> June 2015 represented the number of unique claims submitted to and paid by DHS between 1 July 2014 and 30 June 2015.