

**AUSTRALIAN COUNCIL OF STOMA ASSOCIATIONS INCORPORATED**

**Minutes of the 14th ANNUAL GENERAL MEETING**

**Held on Gold Coast, QLD on 10 and 11 October, 2014**

**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:

President	Peter McQueen
Vice President	Geoff Rhodes
Secretary	Rosemary Quick
Treasurer	Peter Lopez

ACSA Administration Officer, Kylie McGrory, was also present.

Associations Represented were:

**ACT & District Stoma Association**

*Peter Fuller  
David Ramsey*

**Colostomy Association of NSW**

*Eugene Tomczy  
Michael O'Connell*

**Ostomy NSW Ltd**

*Tom Flood  
Bob Newman*

**Ostomy Tasmania**

*Sue Hoyle  
Maree Mills*

**Cancer Council of Northern Territory**

*apology*

**Bendigo and District Ostomy Association**

*David McCauley*

**Colostomy Association of Victoria**

*Nancy Gough  
Brendon Smith*

**Geelong Ostomy Association**

*apology*

**Ileostomy Association of Victoria**

*Janice Anderson  
Wendy Taylor*

**Ostomy Association of Melbourne**

*Ian Samuels  
Sue Read*

<b>Peninsula Ostomy Association</b>	<i>Chris Terdich</i>	
<b>Victorian Childrens Association</b>	<i>Amanda Bradley</i>	-
<b>Warrnambool Ostomy Association</b>	<i>apology</i>	
<b>Ostomy Association of South Australia</b>	<i>Ruth Horne</i> <i>Alison Luscombe</i>	
<b>Ileostomy Association of South Australia</b>	<i>Ian Draper</i> <i>Val Macey</i>	
<b>Gold Coast Ostomy Association</b>	<i>Warren Rayment</i> <i>Norm Kelly</i>	
<b>North Queensland Ostomy Association</b>	<i>Gwenda Williams</i>	
<b>Queensland Colostomy Association</b>	<i>Bernie Preuss</i> <i>Jocelyn Stocker</i>	
<b>Queensland Stoma Association</b>	<i>David Munro</i> <i>Gerry Barry</i>	
<b>Toowoomba &amp; SW Ostomy Association</b>	<i>Robert Schull</i> <i>Rebecca Jenkins</i>	
<b>Wide Bay Ostomy Association</b>	<i>Barry Elliott</i> <i>Trina McRae</i>	
<b>Western Australian Ostomy Association</b>	<i>Jess Whitehouse</i> <i>David Tennant</i>	

Association Voting Entitlements were:

<b>ASSOCIATION</b>	<b>2014</b>	<b>VOTES</b>
<i>ACT &amp; Districts</i>	821	2
<i>Colostomy Association of NSW</i>	5434	11
<i>Ostomy NSW Ltd</i>	6296	13
<i>Ostomy Tasmania</i>	1578	4
<i>Cancer Council of Northern Territory</i>	253	1
<i>Bendigo and District Ostomy Association</i>	983	2
<i>Colostomy Association of Victoria</i>	1557	4
<i>Geelong Ostomy Association</i>	842	2

<i>Ileostomy Association of Victoria</i>	960	2
<i>Ostomy Association of Melbourne</i>	5110	11
<i>Peninsula Ostomy Association</i>	1864	4
<i>Victorian Childrens Association</i>	217	1
<i>Warrnambool Ostomy Association</i>	190	1
<i>Ostomy Association of SA</i>	2167	5
<i>Ileostomy Association of SA</i>	1973	4
<i>Gold Coast Ostomy Association</i>	1261	3
<i>North Queensland Ostomy Association</i>	1072	3
<i>Queensland Colostomy Association</i>	2127	5
<i>Queensland Stoma Association</i>	2536	6
<i>Toowoomba &amp; SW Ostomy Association</i>	451	1
<i>Wide Bay Ostomy Association</i>	552	2
<i>Western Australian Ostomy Association</i>	<u>3605</u>	<u>8</u>
	<b>41961</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, Warrnambool Ostomy Association, Geelong Ostomy Association, and ACSA Life Member Ed Webster.

President Peter McQueen congratulated Tom Flood who had recently been awarded an Order of Australia medal in recognition of his service to the ostomy community. Peter also asked delegates to remember former delegate Joan Williams (IA Vic), Ostomy Editor, Noel Dillon, and Joanne Holmes (GOA), who had passed away recently.

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 13<sup>th</sup> AGM held in Hobart in October, 2013 and previously circulated were confirmed.

*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 2013 meeting.

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

President Peter McQueen complemented his written report on the activities of Council and the Executive with a brief summary of key activities.

Peter thanked all ACSA coordinators for their continuing commitment to the work of ACSA and thanked the Queensland Conference Organising Committee of 2014 for their efforts in organising a successful conference.

*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**

The accounts of ACSA for 2013/14 were presented by the Treasurer, Peter Lopez. Peter explained the key aspects of the accounts. Peter informed that, since production, the Executive had recommended that the budget be amended to include the transfer of \$10,000 to the Australia fund.

*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 2014/15 accounts.

*A resolution to reappoint Wilco Accountants as Auditor was approved and carried.*

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

Colostomy Association of Victoria suggested that, because of the large reserves held within the accounts of ACSA, the capitation fee should be waived for the 2014/15. Treasurer Peter Lopez responded that a large portion of the reserves had been allocated towards an ACSA project and so it was appropriate for the capitation fee to remain unchanged. Peter clarified that the capitation fee to be tabled was his recommendation only and that the decision whether or not to accept his recommendation was one for Council to make during capitation fee discussions.

Ileostomy Association of Victoria raised a concern about the transfer of funds (\$10,000) to the Australia Fund. The Association felt that the funds could be better utilised elsewhere within the work of ACSA. President Peter McQueen responded that the allocation of funds to the Australia Fund was also a matter for Council to decide.

Treasurer, Peter Lopez moved that:

*“an amount of \$10,000 be moved from the accounts of ACSA to the accounts of the Australia Fund”*

The motion was seconded by Warren Rayment

The motion was carried by a majority.

Ileostomy Association of Victoria reminded Council of the decision made at the 2013 General Meeting in Hobart to allocate further funds for the purpose of STN training (\$10,000) and noted that the funds had not yet been moved across as a provision in the balance sheet. IA Vic pointed out that, as a result of the decisions made at the 2012 and 2013 meetings, the total provision held should be \$18,640.

Ian Samuel moved that:

*“the \$10,000 approved for STN training at the 2013 meeting in Hobart be transferred to the Provision for STN Training (ASPOA)”*

Seconded: Janice Anderson (IAVIC)

The motion was carried by the majority.

There was no other business arising from the Treasurers report other than that carried over to General Business

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

The Executive recommended that the capitation fee for 2014/15 remain unchanged at \$1.50 plus GST.

Treasurer Peter Lopez moved that:

*“The capitation fee for 2014/15 be set at \$1.50 plus gst”*

The motion was seconded by Warren Rayment (GCOA)

The motion was carried by the majority.

The Treasurer introduced the budget for 2014/15. It was agreed that ratification of the budget would be deferred to the 2014 General Meeting.

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

The Conference was officially opened by Councillor Margaret Grummitt of Gold Coast City Council. Councillor Grummitt welcomed delegates to Gold Coast and thanked Council for their commitment to the support of ostomates.

## **Meeting resumed 10.30 am**

### **Agenda Item 7 Amendments to the ACSA Constitution**

There were no amendments to the ACSA Constitution

### **Agenda Item 8 Reports from Committees and Coordinators**

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

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

The IOA/ASPOA report was presented by President Peter McQueen.

Peter informed Council that World Ostomy Day 2015 will be held on 3<sup>rd</sup> October, 2015 and that the Ostomy Association of the Americas will be responsible for WOD coordination.

Peter also reminded Council that the meeting of the ASPOA was to be held in Ho Chi Minh City, Vietnam on 30<sup>th</sup> October 2014 and 1<sup>st</sup> November 2014 and that ACSA delegates to the meeting would be himself and Geoff Rhodes.

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 complemented his report by informing that, in his opinion, the current SPAP committee under the guidance of Professor Lloyd Sansom is operating effectively and efficiently. Geoff also informed that the next scheduled meeting of SPAP is for November 2014.

There was no business arising from the Stoma Products Assessment Panel report.

#### **iii Appliance Officer**

Appliance Officer, Sue Hoyle, submitted a written report.

There was no business arising from the Appliance Officer 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.

The Editor explained that the three year printing cost agreement negotiated by previous Editor Noel Dillon expires at the end of 2014 and that, while the current printer, Graphic Print Group, had agreed to continue with current pricing for a further 3 year period, he did intend to “test the market” for

comparable pricing during the new year.

Kim also introduced his intention to retire as Editor in July, 2016 and invited any person interested in taking over the role of Editor to contact him to find out more information about the scope of the role.

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

Administration Officer, Kylie McGrory, submitted a written report.

The Administration Officers reminded associations that quite a number of association websites are still displaying links to superseded DHS forms and that, accordingly, all associations should check to make sure that scheme related information on websites is current.

Kylie also informed delegates that the Australia Post contract had been renewed with a rate increase of 7.5% and, as it was the intention of Australia Post to phase out parcel post within the next couple of years, Australia Post are now encouraging associations to move to an e-parcel arrangement. It was recommended that all associations should investigate the feasibility of moving to the e-parcel system voluntarily over the next 2 years or so.

Ian Samuel (OAM) enquired if any other carriers had been contacted re national parcel delivery pricing. Kylie responded that discussions had been held with Fastway Couriers but that, while metro pricing is competitive, long haul is very expensive as most is outsourced to a third party. Kylie confirmed her intention to further explore other carrier pricing at the first opportunity.

**vi Australia Fund**

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

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. .

The President thanked all coordinators for their reports and for their assistance in carrying out ACSA business.

*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 could not continue without their support and assistance.

*The Annual General Meeting was adjourned at 11.30 am on Saturday 10<sup>th</sup> October, 2014 for a discussion on the National Computer Management System and a presentation by Lynda Hurley, Director, Product Schemes Section of the Department of Health (refer addendum - **Department of Health and Department of Human Services Presentation**)*

The 2014 Annual General Meeting resumed at 4.15 pm on Saturday 11<sup>th</sup> October, 2014

**Agenda Item 9 Election of Officer Bearers for 2014 to 2016**

Nominations for Executive Committee Positions were received from:

<b>Association</b>	<b>Name</b>	<b>Position</b>
GCOA	Peter Lopez	Treasurer
Ostomy Association of SA	Rosemary Quick	Secretary
ACT & Dist Stoma Assoc	Geoff Rhodes	President
QLD Stoma Association Inc	David Munro	Vice President

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

Outgoing President, Peter McQueen, thanked all new and returning committee members for their nominations and wished them well during their tenure as an ACSA Executive Committee member.

**Agenda Item 10 Election of Sub-Committee Officer Bearers for 2014 to 2016**

**a. The Australia Fund**

President Peter McQueen nominated Gerry Barry for the position of Australia Fund Chairman which was accepted by Gerry Barry. Peter also nominated Sharleen Condon as the National Relief Coordinator. Sharleen accepted the nomination.

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

**b. The ACSA Awards Committee**

President Peter McQueen nominated Ian Samuel (OAM, Peter Fuller (ACT) and Warren Rayment (GCOA) for the positions of Committee members. Ian, Peter and Warren accepted the nomination.

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

**Agenda Item 11 Nomination for Life Membership – Peter McQueen**

Ostomy Association of Melbourne Inc moved that:

*“ in recognition of his valuable contribution to the Australian Council of Stoma Associations Inc, Peter McQueen be accepted as a Life Member of ACSA”.*

The motion was seconded by Gerry Barry (QSA)

*The motion was carried unanimously.*

**Agenda Item 12**                      **Dates & place for next meeting**

It was agreed that the next AGM of Council will be held In Adelaide, South Australia on Friday, 16th October, 2015.

Incoming President Geoff Rhodes in his closing remarks thanked the 2014 Combined Queensland Associations Conference Organising Committee for hosting a successful conference and Annual Meeting.

The Incoming President also thanked all Delegates and Observers for their contribution to the conference.

The meeting was declared closed at 4.45 pm on 11<sup>th</sup> October, 2014.

Confirmed by:

Geoff Rhodes  
**President**

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

### ACSA Meeting, Gold Coast, October, 2014

Following the 2014 ACSA Annual General Meeting, a presentation was given by Lynda Hurley, Director of the PBS Product Schemes Section (Department of Health). Lynda 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

Lynda responded to the following queries which had previously been submitted by associations. Lynda also provided responses to Department of Human Services related queries on behalf of Karen Holas, Director of Listing and Complex Programs section who was unable to attend the meeting.

#### **Raised by Ostomy Association of SA:**

##### **DoH**

In the March ACSA Executive Minutes there was an item in regard to **Hospital supplies** and Clause 3.1.1 of the guidelines. DoH were to provide further advice on whether this clause extended to SAS funded products which were being sent to a hospital to coincide with a patients discharge.

Has there been any further clarification on this?

##### ***Response:***

*Lynda Hurley (DoH) informed associations that SAS funded supplies were not to be sent to a hospital regardless of whether or not the recipient was a new member, discharging member, or member in hospital for subsequent surgery. Lynda further informed that an order for SAS funded projects could be sent to a non-hospital address if the recipient was in hospital.*

##### **DHS**

Has the matter of the absence of a scheme registrants privacy consent on the Application for Additional Stoma Appliances (**PB050**) been resolved? We have concerns regarding STNs requesting info regarding additional supply form information which has been signed off by another STN from another organisation.

##### ***Response:***

*DHS confirmed that legal advice had been sought and, as a result, the form PB050 would be amended to include the privacy consent of the member. It was expected that this change would occur within the next 3 months.*

#### **Raised by Ileostomy Association of Victoria:**

##### **DoH**

Pack sizes of products versus the monthly allowance \_

IA Vic request that the Department(s) amend the monthly allowance pf the following products so it corresponds with the pack sizes (eg: pack size 20, allowance either 80 or 100 per month).

- Convatec 402510 and 402511: Pack size: 20 Allowance per month: 90

- |                                  |               |                          |
|----------------------------------|---------------|--------------------------|
| - Coloplast 12834, 12835, 12836: | Pack size: 30 | Allowance per month: 50  |
| - Dansac 950-20, 950-35          | Pack size: 20 | Allowance per month: 50  |
| - Hollister 7724:                | Pack size 20  | Allowance per month: 50  |
| - Salts WA1 and Coloplast 4715   | Pack size: 30 | Allowance per month: 100 |

**Response:**

*Lynda Hurley (DoH) responded that scheme allowances were determined by identified ostomate usage needs, not by pack quantity. Lynda also informed that the Stoma Appliance Scheme quantity allowance review was expected to commence in the near future.*

**DHS**

Stoma Appliance Scheme Application form (PB049) –

No provision for Stoma Association Approval Number is appearing on the form

**Response:**

*DHS confirmed that the form would be amended to include the Stoma Association Approval Number.*

Application for Additional Supplies form (PB050) –

1. The last field in section 5 and section 6 of the form is not alphanumeric
2. We would like to have the form amended to include more than the 2 additional products currently allowed.

**Response:**

*DHS confirmed that sections 5 and 6 would be amended to alphanumeric and that DHS would work with ACSA to amend the layout of the form to include provision for three additional products.*

**DoH**

Can we suggest to DoH/DHS (I'm not sure which Department would look after this) that STNs become members of the AASTN before they are entitled to practise. As ostomy associations have to belong to ACSA (who act as the liaison between the associations and Government) STNs should have to become members of the AASTN with the AASTN taking on the role of being the liaison between the Government and all STNs. Perhaps this would assist in ensuring all STNs are current in their understanding of the SAS and their obligations.

**Response:**

*Lynda informed delegates that associations were required to be a member of ACSA as ACSA has operational management responsibility of a DoH programme (the SAS). DoH however does not have the authority to impose registration requirements on clinicians.*

## **Raised by Queensland Stoma Association Inc**

### **DoH**

As agents for DoH with respect to the distribution of SAS listed products, associations have an obligation to provide scheme registrants with appliances when requested (within the terms of the Operational Guidelines). What recourse does an association have when a scheme registrant repeatedly acts in an aggressive or intimidating manner towards association workers?

#### **Response:**

*Lynda Hurley informed that it was appropriate for an association to withdraw the membership of person who acted in an unacceptable way towards association workers if provision to this effect was included within the constitution/rules of an association. Lynda suggested that associations should consider constructing a policy to deal with the expected behaviour of members.*

### **DHS**

What authority does an association have to query the clinical justification given to support requests for additional stoma appliances which will result in more than double the standard supply? For example: some justifications given are “needs more supply”, “empties more regularly”.

#### **Response:**

*DHS reminded that a clinical justification was required for those Applications for Additional Stoma Supplies which resulted in more than double and up to four times the standard supply and that the parameters for an acceptable clinical justification were defined by the Operational Guidelines and at the top of page 2 of the form. Justifications which do not meet all the requirements as described should be referred back to the medical practitioner/Stomal Therapy Nurse.*

*It was acknowledged that associations are in a difficult position when it comes to defining appropriate justification and it was agreed that DoH/DHS should develop targeted education for clinicians to improve their understanding of CJ requirements.*

## **Raised by Ostomy NSW**

### **DHS**

1. On a number of occasions, ONL have been advised that our USB sticks will not read on department computers. As a result, we need to resubmit which delays our payment.

#### **Response:**

*DHS acknowledged that, while some USB sticks were returned to associations at times because of an inability to read, it was their belief that this had not negatively impacted on the timing of payments.*

2. We would like to enquire again about the possibility of the Medicare submission being made electronically, even if only by the larger Associations in the first instance.

#### **Response:**

*DHS responded that there were no immediate plans to introduce online submission of SAS claims.*