

**MINUTES OF ACSA EXECUTIVE MEETING**  
**Held in Canberra, ACT on 3<sup>rd</sup> and 4<sup>th</sup> May, 2013**

**Friday 3<sup>rd</sup> May, 2013**

**Agenda Item 1      Opening of the Meeting**

The President declared the meeting open at 9.00 am on Friday 3<sup>rd</sup> May 2013 and welcomed members of the Executive to the meeting. All members were present and there were no apologies. Administration Officer, Kylie McGrory was also present as was observer David Ramsay from ACT and Districts Ostomy Association. Secretary Rosemary Quick confirmed that representatives from the Department of Health and Ageing (Lynda Hurley and Kim Bessell) and the Department of Human Services (Tracey Pittard and Tamara Reuter) would be attending for a short period during the meeting.

The meeting agenda was confirmed. The President advised that the standard Meeting Rules of Order would apply.

**Agenda Item 2      Minutes of previous meetings held in Fremantle in September 2012**

The Minutes of the previous meetings held in Fremantle, WA on the 19<sup>th</sup> and 22<sup>nd</sup> September, 2012 had been previously circulated and it was agreed that they would be accepted as a true record of the Executive meetings held.

**Agenda Item 3      Business Arising from the minutes of the previous meetings**

**Meeting 19-September, 2012**

**Item 5.1      Update of Asset Register**

The Treasurer confirmed that the ACSA Asset register had been updated.

**Meeting 22 September, 2012**

**Item 6.6      Development of a Conference Preparation Pack**

The Administration Officer confirmed that a Conference Preparation Pack has been developed which included conference preparation guidelines, a conference checklist and accommodation and registration templates. The Executive were advised that the full pack was now available to associations through the login area of the ACSA Website.

There was no further business arising from the minutes of the previous meetings other than that carried over for discussion during General Business.

#### **Agenda Item 4      Correspondence**

The Secretary tabled a list of correspondence received since the last Executive Meeting in Fremantle in September, 2012 together with copies of the correspondence items.

The correspondence was received and accepted.

There was no business arising from correspondence other than that carried over for discussion in general business

#### **Agenda Item 5      Reports**

i.      Treasurer's Report

The Treasurers Report was received and accepted.

The Executive Committee ratified all payments made during the period 22<sup>nd</sup> September, 2012 and 3<sup>rd</sup> May, 2013 inclusive.

Business arising from Treasurer's report

The Treasurer explained some key points of the report.

The Treasurer noted that there appeared to be continuing reluctance by some associations to provide financial reports in the format suggested. It was discussed that ACNC Reporting requirements (effective July, 2014) would introduce a standard reporting format to be followed by all registered charities and that this information would be publicly available through the ACNC portal. It was acknowledged that this may facilitate the retrieval of financial information in the required format.

It was agreed that associations should be reminded that financial reporting requirements are legislated to take effect from 1 July, 2014 and that this information would be delivered by the Administration Officer at an ACNC Update information session at the 2013 ACSA Conference in Hobart.

ii.      ASPOA

The ASPOA report was received and adopted and the Executive noted the information therein.

President Peter McQueen advised the Executive that Uzbekistan had recently formed an association and was keen to join ASPOA. It was discussed that Friends of Ostomates Worldwide had recently paid an affiliation fee to join the European Ostomy Association on behalf of the newly formed Kenyan ostomy association and that New Zealand had paid the

affiliation fee for the Philippines to join ASPOA. ASPOA President, Barry Maughan, had suggested that payment of the initial ASPOA affiliation fee on behalf of Uzbekistan by ACSA would demonstrate goodwill. Peter confirmed that the fee was approximately \$200.

It was agreed by the Executive that ACSA would pay the initial affiliation fee for Uzbekistan to join ASPOA and that the Treasurer would contact ASPOA President, Barry Maughan, to confirm the exact amount to be paid.

It was noted that the next ASPOA conference would be held in Ho Chi minh City, Vietnam in October, 2014 and that the event would coincide with the conference for the Asian Stoma Rehabilitation Society. The Executive agreed that this would present an excellent opportunity to raise the profile of ostomates living within the Asia South Pacific region.

### iii. SPAP

The SPAP report was received and adopted and the Executive noted the information therein.

Vice President Geoff Rhodes provided a brief summary on the SPAP framework and noted his satisfaction with the product approval/review process. Geoff informed that a number of SPAP members had recently chosen not to renew their membership and that, as a result, the next SPAP meeting had been deferred until June, 2013.

Geoff also raised the matter of the recent 1 April, 2013 price changes and confirmed that the matter had been raised with the Department of Health and Ageing with respect to the insufficiency of notice and the resulting effect on association operations. It was noted that recent changes to Department staffing may have been a contributing factor to the apparent lack of communication between DoHA and ACSA.

### iv. Appliance Officer

The Executive received the reports from the Appliance Officer Co-ordinator and noted the information included therein.

### v. Editor of Ostomy Australia

The Executive received the report from the Editor of Ostomy Australia and noted the information included therein.

Editor, Kim Lyell, commented that recent changes to scheme pricing had impacted negatively on supplier advertising budgets which had in turn affected Ostomy Australia advertising revenue. Kim's recommendation was that advertising charges should remain static in the short term.

It was noted from Kim's report that a purchase of 50,000 envelopes was imminent at an expected cost of approximately \$6,000. It was discussed that the purchase of such a large quantity may not be necessary as a number of associations were now using a mailing service

to distribute journals and it was thought that some associations had an abundance of envelopes on hand. It was agreed that attempts should be made to identify the number of envelopes held by associations before proceeding with the purchase.

The Secretary agreed to contact the Editor of Ostomy Australia to discuss and, pending the outcome of these discussions, to circulate a request to associations to determine stocks of envelopes on hand.

The method of Ostomy Australia distribution by associations was also discussed in consideration of comments by Kim that emails had been received from members who had not received one or more issues of the journal. The Administration Officer confirmed that similar emails had been received through the ACSA website and that all such requests were referred back to the home association. It was noted that a number of associations did not actively distribute Ostomy Australia but rather, left issues for collection by members from the associations premises.

It was agreed that associations should be reminded that the journal was a valuable source of information for all members and that all attempts should be made to ensure that each association member received a copy.

vi. Administration Officer report (incorporating Australia Post Contract and Webmaster)

The Executive received the report from the Administration Officer and noted the information included therein.

The Executive discussed the feasibility of continuing the “Ask Kylie” column in Ostomy Australia in light of the Administration Officers comments about the lack of member input and repetition of column content. It was noted that, while the nature of the journal itself was quite repetitious, the constantly evolving membership base of associations delivered new readers to each edition of the journal. It was agreed therefore that the column should continue.

With respect to the Australia Post contract, the Administration Officer informed the Executive that, although she had sent an email to the Australia Post Accounts manager re the impending contract expiry, a response had not yet been received. It was agreed that the Administration Officer should now wait for return contact by Australia Post.

The Administration Officer confirmed that, as discussed during the last meeting held in Fremantle, the ACSA Awards information had been uploaded to the association login area of the ACSA website together with a copy of the latest SAS guidelines and the recently developed Conference Information Pack. Future plans for the website included the introduction of a “news” page to broadcast up to date information about scheme related matters.

vii. Australia Fund Relief Coordinator

A report was received from the Relief Coordinator and the Executive noted the information included herein.

It was discussed by the Executive that occasional problems were being experienced with parcel delay at international customs points. The Vice President agreed to make contact with AUSAID to enquire about assistance with parcel delivery.

viii. Resources Co-ordinator report

A report was received from the Resources Coordinator and the Executive noted the comments therein.

It was noted from the Resources Coordinators report that Ostomy NSW Ltd had failed to lodge an order for “A Beginning Not an End” (ABNAE) booklets by the due date and that, as a result, an additional order had been placed on their behalf and an expense of \$600 incurred by ACSA for delivery of the additional order. Accordingly, the Resources Coordinator recommended that, in the event that any association failed to place an order for ABNAE by the due date and that, as a result, additional expense was incurred by ACSA, that association should be charged the additional expense.

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

**Agenda Item 6      General Business**

1.      Principles of Responsible consumption

The Executive reviewed a list of Principles of Responsible Consumption which had been developed by the ACSA President and the Administration Officer for presentation at the Gold Coast Ostomate Information Day in March, 2013. It was acknowledged that the adoption of the Principles as an ACSA Charter would demonstrate to other scheme stakeholders, principally DoHA, that ACSA are committed to working towards a sustainable scheme.

It was agreed that the Principles would be adopted as a “Charter of Responsible Use” . It was also agreed that the Charter should be disseminated to all associations, displayed on the ACSA website and printed in the next edition of Ostomy Australia.

The Vice President agreed to introduce the Charter to associations as the ACSA SPAP representative.

## 2. ACNC update

The Administration Officer provided the Executive with a comprehensive overview of ACNC activities including a timeline of forecast reforms which will impact on both ACSA and associations.

It was discussed that, while the ACNC Governance and External Conduct guidelines had not yet been released, they were forecast to come into effect on 1 July, 2013 at which point it would be expected that all charities, including associations, would fall into line with minimum governance standards. The Administration Officer confirmed that a copy of the ACNC publication “Governance for Good” had been disseminated to all associations and that, as a result, associations should be well on their way to developing basic governance policies and plans. Minimum plans/policies suggested were:

- Risk Management Plan/Policy
- Occupational Health and Safety Policy
- Volunteer Management Policy
- Conflict of Interest Policy
- Code of Conduct

It was agreed that the ACSA Executive should also develop a Risk Management Policy, Code of Ethics and a Conflict of Interest Policy. The Administration Officer agreed to develop samples of all suggested policies and to make them available to associations through the ACSA website.

The Executive discussed the impending “Statutory Definition of Charity” which is due to commence on 1 July, 2014 and agreed that all associations should be advised to check their rules and amend if necessary to reflect the associations not for profit status. It was also agreed that the ACSA Constitution should be updated and the following not for profit clause inserted (after objects):

*“The assets and income of the organisation shall be applied solely in furtherance of the abovementioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation”*

It was discussed that clauses 14.2 and 14.3 of the ACSA Constitution were repetitive. It was agreed that clause 14.3 should be deleted from the constitution and that clause 14.2 should be amended to read:

*“All four officers of the Council shall be signatories for all accounts held in the name of the Council. Where payment is made by cheque or other negotiable instrument that cheque or negotiable instrument must be signed by two officers of the Council and agreed by resolution at a meeting of the Executive. No officer may sign or countersign any cheque or negotiable instrument made in that officer’s favour. Alternatively, payment may be made electronically or by telephone banking; all transactions must be secure and duly authorised by two officers of the Council other than by an officer in whose favour any payments is to be made.”*

It was agreed that motions to this effect would be tabled for the ACSA Annual General Meeting in Hobart.

It was discussed that those associations with employees were recognised as PCBU’s (Persons Carrying

on a Business or Undertaking) by the Work Health and Safe Act 2011 and that, as such, they were required to comply with the provisions of the act which placed a duty on association officers to ensure, so far as is reasonably practical, the health and safety of workers (including voluntary workers) engaged for the business of the association. Associations without employees (known as Volunteer Associations under the Act) were excluded from the Act however it was recognised that volunteers working for these associations were still legally owed a general duty of care.

### 3& 4 Department of Health and Ageing and Department of Human Services Issues

The President welcomed Department of Health and Ageing Representatives, Lynda Hurley and Kim Bessell and Department of Humans Services Representatives, Tracey Pittard and Tamara Reuter.

Kim Bessell thanked the Executive Committee for the invitation to attend the Executive Committee meeting and reinforced that both the Department of Health and Ageing and the Department of Human Services recognised the value of ACSA input and were committed to working with ACSA in all scheme related issues including the ongoing SAS review.

Lynda Hurley (DoHA) confirmed that the review of products in group 9 was expected to commence during July/August 2013 and that the review of products in group 8 was expected to follow thereafter. The review of monthly product allowances was expected to commence sometime in 2014.

Kim reassured the Executive that stakeholder consultation would play a pivotal role in the continuing review. Kim also confirmed that there was no set plan to review the Operational Guidelines outside of the normal ongoing policy and guideline review process.

Kim informed the Executive that the Commonwealth were satisfied with and recognised the efficiency of the current program delivery framework and confirmed that there were no plans at this stage to introduce a formal agreement with ACSA and Associations outside of the Operational Guidelines.

With respect to the timing of claim payments, Tracey Pittard (DHS) established that the official agreement for payment between DHS and DoHA was for payment within 30 calendar days. Both parties however acknowledged the 1992 administrative agreement between ACSA and DoHA for 20 day terms and, while DHS could not commit to honouring these terms, all attempts had been made over recent months to process association claims better than the official 30 day terms.

Tracey also raised the subject of associations moving away from the current method of claim lodgement to an electronic claims process and confirmed that, while this method of lodgement was ideal, the current fiscal environment was such that funds were not available to proceed to this step.

Tracey confirmed that, in terms of the Commonwealths Charter for Review of Key Programs, the SAS was a program that was on the agenda to be looked at from a Departmental compliance perspective. Items likely to be scrutinised were association claims and Application for Additional Stoma Supply applications to ensure that procedural execution was in compliance with the Operational Guidelines.

Following the departure of the DoHA and DHS representatives, Administration Officer, Kylie McGrory, informed the Executive that, under the terms of the recently released “Code of Best Practice for Engagement with the Not for Profit Sector” the Commonwealth had made a commitment

to working collaboratively with the not for profit sector to achieve best outcomes in terms of policy, programs and services for the community. Kylie also informed that the code delivered a complaints mechanism for not for profits to appeal against decisions made.

#### 5. New Member Statistics contract

President Peter McQueen informed the Executive that an agreement had been entered into by ACSA with the 6 key industry suppliers (Omnigon, Ainscorp, Coloplast, Convatec, Hollister and Dansac) for the provision of new member statistical data. The contract provided for direct payment to ACSA by the key suppliers at a rate of \$1,100 per company per annum. In return, ACSA had made a commitment to suppliers for the provision of new member statistical data to Inview Technologies by the 15<sup>th</sup> of each month. The term of the agreement was for three years from February, 2013.

The Administration Officer confirmed that, since the commencement of the contract in February, 2013, new member reporting had met the target deadline.

Peter advised the Executive that the suppliers had requested further statistical information, in particular, details about the origin hospital of new members. The industry suppliers had agreed to pay for any software upgrades necessary to produce the required information and to pay an additional \$700 per supplier per annum.

It was agreed by the Executive that the consent of the Australian Association of Stomal Therapy Nurses should be sought prior to the provision of additional information and that a letter to this effect should be sent to the AASTN President by the ACSA President accordingly.

#### 6. Makeup of ACSA Executive

The President informed the Executive that a suggestion had been received from Colostomy Association of South Australia for ACSA Executive members to be elected from those working regularly and actively within associations. The rationale for the suggestion was that all Executive members should have a working knowledge of the issues and challenges faced within an association environment.

It was discussed that associations had complete control over the selection of Executive members as per the ACSA Constitution (pending eligibility criteria). Nominations for Executive positions were called for from associations well in advance of elections and the successful candidates were elected by association delegates at an Annual General Meeting. It was agreed that no further action could be taken.

#### 7. ACSA Executive meetings

The Executive were informed that a further concern had been raised by Colostomy Association of South Australia about the cost of Executive member attendance at ACSA Executive meetings. It had been suggested that meetings should be held by conference call to minimise expenditure. It was noted that it was a constitutional requirement for the ACSA Executive to meet face to face at least twice per year.

It was also discussed that the current practice of rotating Executive Meetings between locations gave

associations and other guests (such as DoHA and DHS) the opportunity to attend meetings from time to time and to be involved in Executive meeting discussions.

#### 8. Stoma industry Group (SIG) SAS Stakeholders

President Peter McQueen informed the Executive that a Stoma Industry Support Group (SIG) had been formed by industry with representation from all 6 key suppliers 'Omnigon, Ainscorp, Coloplast, ConvaTec, and Liberty Medical (Dansac and Hollister). The objective of the group was to present as a united body for the purposes of Stoma Appliance Scheme stakeholder engagement.

The Executive were also informed that a broader stakeholder group had also been established with representatives from SIG, ACSA, AASTN and DoHA. The objective of this group was to facilitate open communication between all key scheme stakeholders for the benefit of the long term sustainability of the scheme. The focus of the group was to:

- Identify issues impacting the operation of the SAS,
- Review those issues as representatives of the stakeholders,
- Provide input to reach a collaborative resolution to issues,
- Provide Departmental advice to Government on the operation of the scheme, and
- Establish better communication channels between stakeholders

It was reinforced that the group would not seek to influence the operation of the SPAP or the assessment of individual products being considered by the panel.

The Executive were informed that the inaugural meeting of the stakeholder group had taken place in Melbourne during February, 2013 and that a key outcome of the meeting had been that DoHA had expressed confidence that the scheme would continue long into the future in its present form with Australian Ostomates continuing to have access to new and innovative products. A further meeting had been set down for late May, 2013 and would be attended by the President, Peter McQueen, and the Vice President, Geoff Rhodes, as ACSA representatives.

It was agreed that the Vice President should write to associations to inform them of the establishment of a stakeholders group.

#### 9. Newsletter (Feedback to Associations)

The Executive discussed comments that had been received from a few associations about the lack of information being disseminated to them by ACSA about current SAS related issues. It was acknowledged that, while the Executive were constantly in negotiation with DoHA and DHS about ongoing issues, information was not generally disseminated to associations until such times as the outcome of a particular issue was known.

It was agreed that the Secretary should circulate a summary of current developments/issues/updates to associations via quarterly newsletter commencing during June 2013 and at least every quarter thereafter.

It was also agreed that the newsletter would be uploaded to the ACSA website.

## 10. Access Fee

President Peter McQueen confirmed that he had received a request from Colostomy Association of South Australia (CASA) to consider increasing the National Access Fee from its current \$45. CASA had cited increasing cost pressures associated with general association operations coupled with a decrease in revenue (the flow on effect of the implementation of the SAS pricing framework) as rationale for the request.

The Executive discussed that the decision to approach DoHA for an increase in the access fee was one to be made by Council at a general meeting following the tabling of a motion to that effect. In addition, the Operational Guidelines made provision for a membership fee (in addition to the access fee) to be introduced at the discretion of each association.

## 11. Computer Program Management issues

**SAMSON:** Vic President, Geoff Rhodes informed the Executive that ownership of the SAMSON program IP was now held by ACSA in trust for the SAMSON Participant Agreement Group (SPAG).

Geoff confirmed that each version of the program had been updated by developer Joe Borg to accommodate the recent DHS motivated changes to claim file formatting and that the changes had been successfully trialled.

Administration Officer, Kylie McGrory, commented that the recent claim formatting changes had highlighted the pitfall of having so many versions of SAMSON and informed the Executive that authorisation had been received from SPAG to have the program reviewed by a Brisbane developer, DB Software, with the objective of consolidating to a MASTER version as a matter of priority. It was agreed that users would benefit from having a local developer make the necessary changes rather than for changes to be made on an ad hoc basis by developer Joe Borg as was currently the case.

Geoff Rhodes informed the Executive that investigations were continuing into engaging the services of an external help desk to manage regular updates (such as SAS file importation) and support of the program.

**JANT:** No report was received on behalf of JANT users

## 12. Product samples and promotional materials

The Executive discussed that, as the Stoma Appliance Scheme is a Commonwealth Government program, all activities associated with delivery of the program were to comply with legal procurement guidelines and standards that affect the procurement and use of public monies. Accordingly, it was acknowledged that associations should be regularly reminded that including advertising materials in consumer packages was a breach of Commonwealth procurement guidelines, Commonwealth ethical standards, and a breach of the ACSA By-laws (By-law 4)

### 13. Australia Fund Donation from ACSA

The Treasurer informed the Executive that the Australia Fund Bank account had recently begun to attract bank fees as its balance had fallen below the minimum balance required for fee waiver (\$10,000) . It was discussed by the Executive that monies received from suppliers for the provision of new member statistical data was intended to be allocated to Australia Fund activities and that, accordingly, a donation should be made by ACSA to the Australia Fund on an annual basis.

Accordingly, it was moved that:

*“ACSA make a donation of \$10, 000 to the Australia Fund account”*

The motion was accepted unanimously.

It was agreed by the Executive that a recommendation be made to Council at the 2013 ACSA General Meeting in Hobart that an annual donation in lieu of the new member statistical funding be made by ACSA to the Australia Fund for an amount to be determined and recommended by the Executive Committee.

### 14. Update on SAS Review

It was noted that details of the ongoing SAS review had been provided by DoHA (refer Agenda Item 6.3)

### 15. ONL Issues (Alternative Patron, A Beginning Not an End Video, lifting Ostomates and Associations profile.)

The concerns of Ostomy NSW Limited as detailed in President Tom Flood’s letter to associations dated 6 March, 2013 were raised and discussed and it was considered that ACSA President, Peter McQueen’s response by letter dated 16 March, 2013 was appropriate.

### 16. Risk Management

It was noted that no further information had been received from Ian Samuel (Ostomy Association of Melbourne) in relation to sourcing an external organisation to prepare a Risk Management Plan to be used by associations as discussed at the 2011 ACSA Conference in Sydney and that Ostomy NSW Ltd did not appear to have circulated a copy of their plan and risk register as agreed by ONL delegates at the same meeting.

It was discussed by the Executive that, to comply with ACNC Governance standards, all associations would need to implement a simple risk management policy/strategy.

It was noted that, as per Agenda Item 6.2, the Administration Officer had agreed to prepare a sample Risk Management Plan along with other sample governing documents and that these would be made available to all associations through the ACSA website.

### 17. Attendance at ACSA meetings

It was discussed that, to effectively carry out the business of ACSA, it was essential for the key ACSA coordinators to attend annual ACSA Conferences to keep delegates up to date with current activities.

It was agreed that those key coordinators not funded by their local association to attend ACSA conferences will continue to be funded by ACSA.

### 18-19-20 Stomal Therapy Training/Lions Care for Stoma/Support issues in Kenya

President Peter McQueen informed the Executive that he had received an email from Stomal Therapy Nurse, Carmen George, confirming her intention to travel to Kenya in September 2013 with STN Elizabeth English to train nurses in Stomal Therapy Practice. Carmen had informed that there were presently no programmes in place in Kenya to provide Stomal Therapy training.

Peter reminded the Executive that the motion had been carried at the ACSA conference in Fremantle in 2012 that:

*“A fund of \$10,000 be established within the accounts of ACSA for the purpose of supporting Stomal Therapy training within the Asia South Pacific Region “*

While it was acknowledged by the Executive that Kenya was not a member of ASPOA, it was also noted that no requests for assistance had been received from within the ASPOA region. It was discussed that providing support to Carmen and Liz was an opportunity for ACSA to assist the welfare of international ostomates living in less fortunate areas and that the nature of support could extend to payment of airfares for the two STN's, living expenses during the period of their stay and sponsorship of students to attend the Stomal Therapy training sessions to a total trip sponsorship of \$10,000.

It was agreed that, should a formal request be received from Carmen George and Elizabeth English for funding assistance for the Kenyan trip, the Executive would support the request in principle and seek endorsement of the request from associations through email communication.

### **Saturday 4<sup>th</sup> May, 2013**

### 21. Flammable products

It was discussed that there still seemed to be some confusion about the process for sending liquid and flammable materials through Australia Post. The Administration Officer confirmed that the Hollister Medical Adhesive 7730 was the only scheme listed product which had not been authorised for carriage by Australia Post. The preparation of all other liquids, aerosols and pumps for carriage by Australia Post must be in compliance with the Australia Post *Dangerous & Prohibited Goods & Packaging Post Guide*.

It was raised that one association had enquired whether it was appropriate to ask suppliers for packaging materials to assist with compliance of the Australia Post Guide. It was agreed that

compliance costs were minimal (plastic clip lock bag and absorbent material such as shredded paper in most cases) and that this should be treated as an operational cost for associations.

It was agreed that a copy of the Australia Post *Dangerous & Prohibited Goods & Packaging Post Guide* should be circulated as an addendum to the minutes

#### 22. 2013 ACSA Conference update

ACSA Liaison Officer for Tasmania, Peter McQueen, provided delegates with an update of the 2013 ACSA Conference to be held in Hobart from 17-20 October, 2013. Peter confirmed that a sponsorship total of \$6750 had been pledged by suppliers.

Peter confirmed that most arrangements for the conference were in place and that the organising committee were awaiting confirmation of conference opening arrangements. Peter reminded the Executive that 2013 was the 50<sup>th</sup> anniversary of the establishment of the national association now known as ACSA and confirmed that the occasion would be recognised accordingly.

#### 23. Conference Structure (addition of Treasurers Group)

The President informed the Executive that a suggestion had been received by Colostomy Association of South Australia that an opportunity be extended to all Association Treasurers to meet as a group at the ACSA Conference to discuss financial issues/pressures faced by associations within the contemporary environment.

It was agreed that this was an excellent opportunity for association Treasurers to engage and that all Associations should be encouraged to have representation at the meeting.

It was agreed that a Treasurers Group meeting be added to the 2013 conference agenda and that the meeting be held concurrently with the Appliance Officers meeting.

#### 24. ACSA Awards

It was noted that the Administration Officer had circulated a reminder to associations about ACSA Award nominations for this year's conference and that nominations were to be forwarded directly to Warren Rayment as ACSA Awards Committee.

#### 25. Great Comebacks USA

The Administration Officer, Kylie McGrory, informed the Executive that ConvaTec were contemplating bringing The Great Comebacks Program, a US Ostomate Advocacy and Awards program sponsored by ConvaTec in partnership with ostomy associations, Stomal Therapy Nurses and other interested groups, to Australia. Kylie confirmed that she had been invited to attend the WOCN Great Comebacks awards ceremony in Seattle in June 2013 as a guest of ConvaTec, and to spend 5 days in Seattle meeting with various members of the Great Comebacks program to gain an insight into the mechanics of the program and how it could effectively operate in Australia.

The Executive discussed the proposal and agreed that participation in a program such as Great

Comebacks could deliver a number of benefits to both ACSA and Australian ostomates but also acknowledged that there may be risks involved, principally that company sponsored travel could be perceived as a Conflict of Interest. It was agreed that the offer should have been directed to the ACSA Executive Committee for consideration and that a response should be sent to ConvaTec's Senior Product Manager, Tiffany Everett, to this effect.

It was also agreed that, should a similar offer to that already received by the Administration Officer be received by the ACSA Executive, a response should be sent to ConvaTec declining the offer on probity grounds but indicating that ACSA was interested in learning more about the program and how it could be implemented within the Australian ostomy environment.

Kylie informed the Executive that she had also been contacted by former ConvaTec Director, Chris Kommatas, confirming his intention to establish a health advocacy organisation, "Amplify Health". The objective of Amplify Health was to make a positive impact on the health of all Australians; provide a healthcare consultancy to peak professional bodies & patient associations that is independent and free of conflict of interest; and empower individuals and groups to maximise engagement with key healthcare decision makers. The Executive considered the power point presentation prepared by Chris.

It was agreed that an invitation should be extended to Chris to meet with Peter McQueen and Geoff Rhodes in Melbourne on 28 May, 2013 following the SAS Stakeholder Group meeting to further discuss Amplify Health.

## **Agenda Item 7                      Other Business**

### **1. Any Other Matters Arising**

#### **1.1 2014 Conference Update**

The Secretary confirmed that the dates for the 2014 Queensland Conference were 9<sup>th</sup> to 12<sup>th</sup> October, 2014. The Administration Officer informed the Executive that the location of the conference was the Grand Chancellor Hotel, Surfers Paradise, and that the booking had been secured by deposit.

#### **1.2 Disabled Toilets**

The President informed the Executive that he had received a copy of a letter written to AASTN Past President Elaine Lambie from the WA Branch of the Australian Association of Stomal Therapy Nurses requesting ACSA support in arranging for shelving to be included as a basic requirement in disabled toilet facilities.

The Administration Officer confirmed that the Australian Standard dealing with the Design for Access and Mobility, AS 1428.1-2009 (clause 15.3.2) mandates that a shelf be provided in all new and upgraded disabled toilet facilities. The location of the shelf as required by the standard is to be either adjacent to a hand basin or as a separate fixture. The Building Code of Australia also requires the provision of shelving within a sanitary compartment.

It was agreed that the President should send a response to this effect to the President of AASTN.

### 1.3. How to Influence Government Policy

President Peter McQueen informed the Executive that he had recently attended a Not for Profit sector workshop in Melbourne on “How to Influence Government Policy”. Peter confirmed that the key outcomes of the workshop were reinforcement that:

1. it is critical for government representatives to know who we are and what/who we represent and
2. constructive solutions to practical issues are far more effective than criticism.

Vice President Geoff Rhodes added that, when working at a ministerial level, it was invaluable to know which ministerial adviser had responsibility for that area and to establish a relationship with that advisor.

### 1.4. Letter from Ostomy NSW Ltd dated

The Executive considered the most recent communication from Ostomy NSW Ltd, Tom Flood, written on behalf of ONL Secretary/Manager, Bob Newman and circulated on 29 April, 2013.

It was agreed that the Vice President should respond accordingly in his capacity as ACSA Liaison Officer to NSW and that the response should be circulated to all recipients of the Ostomy NSW letter.

## **2. Date and Place of Next Meeting**

It was confirmed that the next Executive Meeting will take place at the Wrest Point Hotel, Sandy Bay Tasmania on Thursday, 17 October, 2013 in conjunction with the Annual General Meeting

There being no further business the President declared the meeting closed at 11.10am

Peter McQueen  
**President.**

**D10.6.2 – Glass, crockery, cameras, electronic equipment**

Senders should pack glass, crockery, cameras and electronic equipment such as video recorders, radios or computers in rigid outer boxes of metal, wood, fibreboard, strong corrugated cardboard or strong plastic. Wrap each item separately. To prevent movement of the items within the box and to absorb pressure and knocks, use plenty of cushioning material, such as wood wool, cotton wool, felt pads, corrugated cardboard shredded paper, tissue paper or non-flammable cellulose materials.

**D10.6.3 – Pictures, maps, charts, calendars**

Protect pictures or similar items such as maps, charts or calendars with strong material such as layers of corrugated cardboard. If practicable, roll the picture round a wooden rod and enclose it in a strong mailing tube.

For framed pictures, protect both the front and back with strong rigid material such as boards or strong plastic that are larger than the frame. Place cushioning material between the frame, the recessed surface of the picture and the protecting boards. Remove glass from framed pictures to avoid damage to the picture if the glass breaks.

**D10.7 – Fish, poultry, meat and game**

Pack fish, poultry, meat or game in sealed boxes or sewn up in sacking or similar material. Use sufficient internal waterproof wrapping and absorbent packing to prevent any liquid escaping and damaging other postal articles or causing an offensive smell. Under the terms of D3.9 – Physically offensive articles, Australia Post prohibits articles that become physically offensive during carriage.

**D10.8 – Fruit and vegetables**

Pack fruit and vegetables in waterproof material and place inside a rigid outer container with a tightly fitting lid to prevent any liquid escaping and damaging other postal articles or causing an offensive smell. Under the terms of D3.9 – Physically offensive articles, Australia Post prohibits articles that become physically offensive during carriage.

**D10.9 – Heavy items**

Pack heavy items in rigid containers securely tied with string or twine. Use sufficient cushioning material to prevent the contents moving within the container. If the item, such as a computer, has fragile components, see D10.6 – Fragile items.

Wrap nuts, bolts and small machine parts with heavy-grade material.

**D10.10 – Liquids**

Australia Post prohibits any liquids classified as dangerous goods, except as permitted under section 10.3 – Infectious Substances. Check that the liquid does not fall into a dangerous goods class, in particular:

- ◆ Class 3 – Flammable liquids
- ◆ Class 5 – Oxidisers and organic peroxides
- ◆ Class 6 – Toxic and infectious substances
- ◆ Class 8 – Corrosives
- ◆ Class 9 – Miscellaneous.

The packaging for liquids that are non-dangerous goods must comprise:

- ◆ a leak-proof primary container made of glass, metal, plastic or similar material
- ◆ a strong outer box made of metal, wood, strong plastic or strong corrugated cardboard with a lid that cannot easily work loose

- ◆ an absorbent material, such as cotton wool, to be placed between the primary container and the outer box and of sufficient quantity to absorb all liquid if the primary container fails.

If the primary container is a can with a friction-fitted lid, the lid must be spot soldered to the can in at least four spots, evenly spaced around the lid.

**Note: Australia Post accepts single bottles of wine or champagne packed in a Postpak Winepak if:**

- ◆ the Winepak is appropriate to the shape and size of the bottle and is used and fastened correctly
- ◆ the Winepak has not been previously used.

## **D10.11 – Long items**

Long thin items, such as umbrellas or fishing rods, need protection from bending forces.

Protect such items with two or more strong pieces of wood, or other rigid material, before wrapping.

## **D10.12 – Magnetic tapes and discs**

To eliminate the risk of erasure, enclose records in magnetic form, such as audio, video or computer tapes or discs, in a container specifically designed to shield the contents from magnetic fields. Such containers are available from many tape and disc manufacturers.

Senders of these articles should endorse the outside of the article with a description of the contents.

## **D10.13 – Pastes, powders and tablets**

### **D10.13.1 – Pastes that easily liquefy**

Pastes that easily liquefy must be packed as liquids – see D10.10 – Liquids.

### **D10.13.2 – Pastes that do not easily liquefy**

The packaging for a paste that does not easily liquefy must comprise:

- ◆ a first covering of a box, bag or cloth
- ◆ an outer box of metal, wood, strong plastic or other material strong enough to prevent the contents leaking if the first covering fails.

### **D10.13.3 – Dry non-colouring powders**

The packaging for a dry, non-colouring powder must comprise:

- ◆ a primary container of metal, wood, strong plastic or other strong material
- ◆ an outer box of metal, wood, strong plastic or other material strong enough to prevent the contents leaking if the primary container fails.

### **D10.13.4 – Dry colouring powders**

The packaging for a dry colouring powder, such as aniline blue, must comprise:

- ◆ a primary container of metal, wood, strong plastic or other strong material
- ◆ an outer box of metal, wood, strong plastic or other material strong enough to prevent the contents leaking if the first covering fails
- ◆ an absorbent material, such as cotton wool, to be placed between the primary container and the outer box and of sufficient quantity to absorb all powder if the primary container fails.