

**Minutes
Committee of Management Meeting**

Venue: Board Room, Rutherford House, Wellington, New Zealand (and by teleconference).

Time: 8 February 2005, 4.00pm to 6.30pm (Wellington time)

Present in Wellington: Dr Don Weatherburn (President & Chair), Professor Philip Stenning (Vice President and Conference Convenor), Professor Kathy Daly (Vice President), Dr Russell Smith (Secretary), Dr David Tait (ACT), Professor Janet Chan (NSW), Professor Mark Israel (SA), Dr Dean Wilson (Vic), Dr David Indermauer (WA), Dr Lorraine Mazerolle (Qld), Mr Allan Van Zyl (NT), Professor John Pratt (Editor).

Present via Telephone: Dr Jenny Mouzos (Treasurer), Dr Anita Gibbs (NZ),

1. Apologies: It was **resolved** that the following apologies be noted: Professor Kate Warner (Tas), Professor Rob White (Conference Convenor 2006).

2. Confirmation of the Minutes of the Committee of Management's Meeting of 30 November 2004 (attached). It was **resolved** that the Minutes of the Committee of Management's Meeting of 30 November 2004 be accepted as a true record of the last meeting.

3. ANZSOC's Research Ethics Policy – Professor Mark Israel gave a presentation on his Report entitled 'Ethics and the Governance of Criminological Research in Australia which is available at http://www.lawlink.nsw.gov.au/lawlink/bocsar/ll_bocsar.nsf/pages/bocsar_pub_by_year) and Chapter 4 of which had been circulated. Various questions that were raised in Chapter 4 of the Report were discussed. With respect to possible ways of improving the Society's ability to negotiate on ethical issues, it was agreed that there was a need to establish a Sub-Committee to deal with Ethical Issues which could engage in lobbying concerning relevant issues, suggesting law reforms, providing advice on ethical issues for members, dealing with grievances, and examining matters of discipline. It was agreed, however, that the Sub-Committee ought not become a quasi-disciplinary body that deals with breaches of the Society's Code of Ethics. A Special Issue of the Journal could also be published dealing with ethical questions, and material placed on a dedicated section of the Society's Website such as anonymous model ethics applications for the use of members. Gradually an archive of material could be created which would be of use to members of the Society.

Professor Israel suggested that a Professional Affairs and Ethics Sub-Committee of the Society be formed which could review the Society's Code of Ethics, provide guidance on ethical issues, respond to grievances concerning ethical issues, and provide information and advice to members with respect to ethical concerns. One idea was for the Society to conduct Seminars to carry out these objectives including the provision of advice to members of the Society about dealing with ethical concerns and how to lodge applications to Ethics Committees. Professor Israel suggested that a Working Party be established to draft Terms of reference for a Sub-Committee. In view of the general agreement on the need for such a Committee, however, it was **resolved** to elect a Sub-Committee to be called the "Professional Affairs and Ethics Sub-Committee" comprising: Dr Jenny Mouzou (Chair), Dr Don Weatherburn, Professor Mark Israel, Dr Lorraine Mazerolle, Associate Professor Anna Stewart, and Professor Kathy Daly.

It was **further resolved** that the question of publicity of the activities of the Sub-Committee be examined further, and that a meeting be convened to coincide with the meeting to be held in Brisbane on 24 February 2005 of the Griffith University Reading Group.

4. Advertising – The Committee then discussed the question of the Society occasionally receiving requests: 1. to make use of its paper and email mailing lists, 2. to place advertisements on its Website; 3. to include advertising material in its mailouts to members, and / or 4. to place advertisements in the journal. At present while the Society does not rent out the ANZSOC Inc mailing list, advertisers can place inserts in the journal. There are three issues of the journal: April, August and December. The cost is as follows: \$A500 per A4 page for journal inserts. The inserts need to be pre-approved by the President, and they would probably need to be ready a few months prior to the publication of the journal. The question was considered as to whether this approach should continue or be revised and what fees should apply.

It was **resolved** that the existing practice should continue without amendment, namely that advertisements could be placed in the Journal on payment of a fee of A\$500 per A4 page, following prior approval of the President.

5. New Members - It was **resolved** that the following applications for membership be approved: Mr Brian Willan, Publisher (England); Professor Ronald Hinch, Dean of Social Sciences, University of Ontario (Canada); Mr Shaun Chapman, MA, Criminal Intelligence Consultant (NSW); Mr Tom Sullivan, Criminal Justice and Psychology student, Flinders University (SA); Mr Kim Stowe, CEO WAYSS Ltd (Drug Court Service provider) (Vic); Mr John Thexton, Inspector of Police (Vic); Ms Anastasia Papageorgiou, Criminology Student, Griffith University (Qld); Dr Katherine Sainsbury, Barrister (NSW); Ms Sherree Philips, Criminology Student, Griffith University (Qld); Ms Lisa Capon (student UWS); Mr Dean Das (M.Crim, University of Melbourne); and Ms Rachel Murray (student, Canberra).

It was **further resolved** that new members be allowed to join the Society from non-academic backgrounds as long as they fulfil the criteria for admission set out in the Rules.

Mr Allan Van Zyl was thanked for his efforts in locating a number of new members from the Northern Territory who would be applying for membership shortly.

Dr David Indermaur's suggestion that new members be advised of the desirability of subscribing to Crimnet, was also **noted**.

6. Timing of the next AGM

In view of the fact that the next conference would be held in Tasmania in February 2006, and that it was necessary for the Society's Annual General Meeting to be held between 1 July 2005 and 30 November 2005, the Secretary indicated that he would attempt to find a suitable event at which the AGM could be held during this period.

7. Items for Information

The following items of information were **noted** by those present.

(a) Contract with AAP – The proposed contract with AAP had been signed and sealed with effect from 1 January 2005.

(b) Archives – The Society's Archives have been transferred to the University of Melbourne on indefinite loan (which means that the Society is able to insist that they be returned at any time), and to pay a start up cost of \$250 per metre and an annual charge of \$15 per metre. The Society's Minutes of previous meetings since its inception had almost all now been located, scanned and placed on the Website. The remaining Minutes would be placed on the Website shortly.

(c) Disbursement of Funds – The AGM accepted the subcommittee's proposal to disburse interest accrued on the Society's investments by holding regular seminars. The agreed arrangement is: 1. that ANZSOC sponsor a scheme of up to six annual research seminars in Australia and New Zealand; 2. that the research seminar subsidy scheme be advertised twice yearly, with sponsorship being made available for three research seminars in each six month period; and 3. that applications for a subsidy be granted on a first-come, first-served basis, subject to the condition that two subsidies cannot be granted to the same institution in the same year and that every application needs to be properly costed.

Dr Wilson raised the question of how the Society could support other activities of criminology students such as supporting club activities, sponsoring speakers, holding lunch-time talks, and assisting with other educational activities in

Universities. It was **resolved** that the President, Dr Mazerolle and Dr Wilson prepare a paper for circulation to the Committee canvassing these types of activities.

It was **further resolved** that an advertisement be placed on Crimnet calling for Seminar proposals and that this be limited to post-graduate student events only.

8. Other Business

(a) New Editor The Secretary confirmed that one application had been received to date for the position of editor and that the closing date for applications was 1 March 2005. Once a new Editor has been appointed, it will be for the Editor to select a Book Review Editor and Statistical Consultant. The composition of the Editorial Board should also then be revised. It was **unanimously resolved** that Professor John Pratt be thanked for his dedication and excellent work as Editor of the Journal.

(b) Membership Administration The question of support for the Secretary for administration was raised and the possibility of using an electronic online membership system discussed. Start-up costs for such systems were large and, at present, beyond the resources of the Society.

(c) Application for Funding from Mr Rodney Meeve The Secretary raised a proposal from a new member of the Society, Mr Rodney Meeve, who had asked on 3 February 2005 if the Society could cover him for disbursements in relation to a publication he plans to produce involving ‘a major, well known case’. It was **resolved** that the Society is not in a position to provide funding for such a purpose and that the Secretary be asked to let Mr Meeve know of this decision.

(d) Electronic Newsletter Professor Daly raised the idea that had originally be proposed by Dr Bronwyn Naylor, of establishing an electronic newsletter for members. Although this idea was supported, there had been problems with finding someone with the time to undertake this work in the past, and in the absence of a volunteer, it was **resolved** to defer further discussion of this question for the moment.

(e) Communication with Members Professor Daly raised the question of how to improve communication with members. It was **resolved** that a Sub-Committee be formed to examine this matter further and that the Sub-Committee be called the “Communication Sub-Committee” comprising: Professor Daly (Chair), Dr Mazerolle, Mr Van Zyl, and Dr Wilson.

(f) Society’s Investments The Treasurer raised the question of the need to make a decision about the re-investment of the Society’s funds amounting to \$60,024 in a term deposit. It was **resolved** that the Treasurer be authorised to re-invest these funds in a further term deposit.

(g) Election of Office Bearers Professor Daly raised the question of the timing and procedure for the election of office bearers. The Secretary indicated that elections must take place at the next AGM which is to be held between 1 July and 30 November 2005. Voting takes place by a show of hands, unless a poll is called for in accordance with the Rules. For members who are unable to be present, Proxies can be used. It was **resolved** that these matters be notified to members in advance of the next AGM when Nomination Forms are circulated to members with the Notice of AGM.

(h) Long-Term Planning Professor Daly raised the question of the need to establish a Long-Term Planning Committee to examine the Society's activities in the future and how best to carry out its administrative tasks. It was **resolved** that a Sub-Committee be formed to be called the "Long-Term Planning Sub-Committee" comprising: Dr Weatherburn (Chair), Dr Tait, Dr Indermaur, and Professor Daly.

9. Next Meeting – It was **resolved** that another meeting of the Committee was not required at the conclusion of the Wellington conference and that the next meeting be held at a time and place to be determined by the Secretary.

ATTACHMENTS - AGENDA ITEM 2

Minutes: Committee of Management Meeting

Venue: Hilton on the Park Hotel, 192 Wellington Parade, East Melbourne, (and by teleconference).

Time: Tuesday 30 November 2004, 8.15am to 9.15am (Melbourne time)

Present in Melbourne: Dr Don Weatherburn (President & Chair), Dr Jenny Mouzos (Treasurer) and Dr Russell Smith (Secretary).

Present via Telephone: Professor Philip Stenning (Vice President), Dr Anita Gibbs (NZ) and Dr David Tait (ACT).

1. Apologies:

It was resolved that the following apologies be noted: Professor Kathy Daly (Vice President), Professor John Pratt (Editor), Professor Janet Chan (NSW), Professor Mark Israel (SA), Dr Dean Wilson (Vic), Dr David Indermauer (WA) Dr Lorraine Mazerolle (Qld), Mr Allan Van Zyl (NT), Professor Kate Warner (Tas).

2. Confirmation of the Minutes

It was resolved that the Minutes of the Committee of Management's Meeting of 16 August 2004 be accepted as a true record of the last meeting.

3. Matters Arising from Previous Meetings:

(a) Contract with AAP – At the last Committee meeting it was resolved that further inquiries be made into the online journal hosting fee of \$880 per issue, and in particular: whether this fee is negotiable with AAP; how many downloads of ANZJC occur and by whom; what royalties the Society receives from online hosting; whether the Society is able to afford to pay these fees and if subscriptions would need to be increased to cover the additional costs. The Secretary indicated that he had since heard from Stephen May of Australian Academic Press that he is willing to delete entirely the online charge as AAPs subscriptions remain good and he is planning further promotion and possibly a shift of online provider which can further drive subscriptions. As the other aspects of the proposed Agreement are in order, it was resolved that the Secretary accept on behalf of the Society the terms of the most recent proposed Agreement with Australian Academic Press.

(b) Archives – The Committee considered the correspondence from the University of Melbourne Archives setting out the proposed terms of the archiving agreement. It was resolved that the Secretary be authorised to transfer the Society's Archives to the University of Melbourne Archives on indefinite loan (which means that the Society is able to insist that they be returned at any time), and to pay a start up cost

of \$250 per metre (at present 1.2 metres of material has been lodged) and an annual charge of \$15 per metre.

(c) 2005 Conference

Professor Stenning submitted his report on the progress of the planning for the 2005 conference and the contemporaneous Post-Graduate Workshop. He also indicated that the Awards ceremony would be held during the opening meeting and that it was proposed to hold the first Committee meeting on Tuesday 8 February at 4.00pm followed by dinner; the Special Meeting of the Society at 1.00pm on Thursday 10 February; and a further Committee meeting at 5.00pm on Friday 11 February. It was resolved that these times for meetings be confirmed and that Professor Stenning's Report be received and that he be thanked for his efforts in organising the next conference.

(d) Affiliation with the International Consortium of Criminology Associations

The Secretary reported that there are no costs associated with ANZSOC being affiliated with the International Consortium of Criminology Associations (ICCA) and accordingly agreed to the affiliation agreement on behalf of the Society. On 18 August 2004, information about the Society was sent to ICCA for inclusion on its Website. It was resolved that the Affiliation with the International Consortium of Criminology Associations (ICCA) be noted and that the President be authorised to prepare a suitable entry on the Society's Website.

(e) Disbursement of Funds

The President reported on discussions held by the Sub-Committee comprising himself, Professor Daly and Drs Wilson and Tait (see Memo attached). It was resolved that the Sub-Committee's proposal for disbursing interest on the Society's investments by holding regular Seminars be approved, namely:

1. That ANZSOC sponsor a scheme of up to six annual research seminars in Australia and New Zealand.
2. That the research seminar subsidy scheme be advertised twice yearly, with sponsorship being made available for three research seminars in each six month period.
3. That applications for a subsidy be granted on a first-come, first-served basis, subject to the condition that two subsidies cannot be granted to the same institution in the same year and that every application needs to be properly costed.

(f) Awards Criteria

The Secretary raised the proposed terms of the criteria for the Society's Awards for approval by the Committee (attached). It was agreed that the Society should pay for the cost of conference registration fees for Award recipients who attend the conference. It was also agreed that a limit be placed on the Student Paper Prize of 8,000 words and that Judges be excluded from nominating themselves for the Allen Austin Bartholomew Award. It was agreed that the revised Awards criteria be advertised on the Society's Website and it was resolved that the attached

criteria for the Society's Awards be approved and that the President be authorised to have these included on the Society's Website.

4. New Members - In addition to the following 24 new members approved by the Committee by E-mail in August and September 2004 (namely, Elisabeth Poppelwell, Stuart Reid, Alan Carlisle, Peter Stefaniew, Adrian Cherney, Jacqueline Snell, Moira Carmody, Gillian McIlwain, Sean Hodgson, Jessica Taylor, Colin Wilson-Evered, Katherine Anderson, Roanne Voigt, Tamara Gurvits, Jane Brick, David Romeo, Natalie Clements, Sally Doran, Tony Krone, Norah Fahy, Alan Ogilvie, Ruth Delaforce, and Brendan Thomas), **nineteen new applications for membership have been received from:** Peter Hosking, Policy Officer, Queensland Police Service; John Fernandez, Senior Research Officer, Crime Research Centre, UWA; Dr Jude McCulloch, Senior Lecturer in Criminal Justice and Criminology, Monash University; Chris Canty, Knowledge Manager, Crime Prevention Victoria; Tracey Lloyd, BA, Criminology and Criminal Justice; Noel Gurd, Director Tank Security, and Design Engineer in the field of Safe Manufacturing and involved in loss prevention and internal security; Sonya Cameron, Reference Librarian, Victoria Police; and Lillian Jeter, Executive Director, Elder Abuse Prevention Association; Dr Denise Lievore, Research Analyst, Australian Institute of Criminology; Geoffrey Cartner, Senior Lecturer, School of Policing Studies, Charles Sturt University; Rodney Meeve, Associate Institute of Criminology, Faculty of Laws; Shasta Holland, doctoral candidate, University of Melbourne; Laurie Gabites, Manager Community Services, New Zealand; Carole Moschetti, doctoral candidate, University of Melbourne; Denise Foley, Coordinator Catholic Prison Ministry, Queensland; Dr Rick Cummings, Senior Lecturer Murdoch University, Western Australia; Gary Fleetwood, Analyst, Australian Crime Commission, Canberra; John Stack, Australian Securities and Investments Commission and M.Crim. candidate University of Melbourne; and Robert Webb, Senior Lecturer, Auckland University of Technology. It was unanimously resolved that the above applications for membership be approved.

5. Expenditure

The attached Expenditure Statements since the Society was Incorporated prepared by the Treasurer for the information of Committee members were received.

6. Other Business

None.

7. Next Meeting – Tuesday 8 February at 4.00pm at the ANZSOC Conference, Wellington, New Zealand.