



MEETING MINUTES

CSMF Wednesday 15 May 2013

Riley Room, Pilgrim House, 69 Northbourne Avenue

Introduction

Karen Baldwin, Secretary, opened the meeting in the absence of the Chairman and welcomed all those in attendance. Kerry Byers, Committee member, assisted in the management of the meeting.

Attendees

Penny Stevenson, Neil Norman, Scott Gomley, Julie Williams, David Cotterell, Dani Jamieson, Clayton James, Tim Reddan, Anita Nikoloska, Jennifer Bodell, Matthew Knowles, Alan Craigie, Barbara Blake, Philip Jones, Emma Trewin, Jill Miller, Germaine Warne, Jennifer Mortlock, Belinda Miners, Jenny Kerr, Matt Butters, Natalie Hunt, Taina Catling, Cathy Lindsay, Rae Harrison Brown, Katerina Zafiris, Nik Skiadopolous, Roisin O'Hagan, Kaylene Knox, Anthony Roberts, Jason Epps, Maureen Miller, Merryn Hare, Karen Baldwin, Kerry Byers.

Apologies

Apologies received from: John Smith, Greg Seberry, Vicki Gouvoussis, John Schofield, Peter Clancy, Sue Allen, Sonia Jackson, Ros Daw, Robyn Pender, Jill Murphy, Jim Smith, Steve Gardner.

Confirmation of previous minutes:

John Smith noted that previous minutes have not been made available. They will be placed on the CSMF website as soon as possible.

Finance Report

Karen Baldwin tabled the current financials on behalf of John Smith, Treasurer with the balance at bank being \$37,536.46.

Correspondence

None

Motion

The following motion was put to the CSMF meeting

Moved: Neil Norman – The Safety Guru

Seconded: Tim Reddan - OAFM

In order to satisfy St George Bank requirements for the operation of society accounts, it is necessary for the meeting to specify the names of those to be operating the accounts, and the names of those to added or deleted from the authority to operate the accounts.

That this general meeting of the CSMF specifies that members of the Executive Committee of the CSMF are authorised to operate the St George Bank accounts of the Forum, specifically the Chair, Peter Clancy, the Secretary, Karen Baldwin, the Treasurer, John Smith, the Membership Officer, Vickie Gouvoussis, and Committee members, John Schofield, Greg Seberry, Sue Allen, and Kerry Byers.

It is noted that John Smith and John Schofield are already signatories to the account, while the other names are to be added to the list of authorised signatories.

This meeting also approves the removal of the name of the former Secretary, Sue Martin-Jones, who is no longer resident in Australia, from the list of authorised signatories.

This meeting also approves that the Treasurer, John Smith, is authorised (as per the motion passed at a general meeting on 16 May 2012) to set up and operate a Visa Debit Card on the St George Accounts to facilitate Forum purchases and payments.

All in favour: all

Against: nil

The motion was passed by the members.

And the Answer is

There was some general discussion and feedback on matters that have been circulated to members.

Jason Epps provided feedback on defibrillators noting that there were some very useful policies and procedures already in use. Jason will provide a write up of the information and will circulate. Jason advised that Austrade are going to tender to purchase 40 defibrillators.

Penny Stevenson discussed a recent circular on the provision of vaccinations to first aid officers. Penny noted that she received a good response and that at least hepatitis B vaccination was offered, with some hepatitis A. Penny advised that she will collate the information for circulation to members.

Penny also provided information on alcohol and other drugs policy that is under development, working in remote and isolated environments (excluding international) and that there will be a separate policy on lone work and reasonable adjustment policy.

Penny talked about the upcoming election and the impact that the WHS Act is having on ensuring risk assessments are undertaken for the work and environments. Of concern is fatigue and workload management. Penny may be able to provide learnings on their experiences at a future meeting.

Guest Speaker: Kerry Byers, SRC Solutions, managing mental health issues in the workplace

Kerry provided a very interesting overview on this topic. The presentation including mental health first aid training (ALGEE), impact on work, comparisons of mental illness with physical injury eg that PTSD is similar to paraplegia and moderate depression to severe asthma, understanding the signs and symptoms of depression and anxiety, managing performance, managing cognitive difficulties,

what to tell others at work, return to work or maintenance at work, the importance of a positive work culture, using the EAP and the assistance that a rehabilitation provider can provide.

Resources that were recommended include: 2010 Australian Human Rights Commission workers with mental illness – a practical guide for managers, lifeline, SANE, BeyondBlue, Black Dog Institute, job access, mental health first aid.

Guest Speaker: Simon Berry, Berry Buddle, Wilkins Lawyers and Tony Barker Recovery Partners, Bullying and harassment from a legal perspective

Simon led an interesting presentation on the legislation that applies in cases of bullying and harassment and how that legislation can be used if a case goes to court. Simon noted that bullying includes cyber bullying eg Facebook, Twitter and SMS. Simon's presentation included the differences between bullying and harassment, that you don't need a direct relationship to be potentially liable, you can't ignore a safety risk as inaction could result in a civil liability, vicarious liability of a PCBU, the importance of keeping records of training so that a PCBU can show that all reasonable and practicable steps have been taken, impact of Fair Work Act, auditing and ensuring that training is conducted, what about training for contractors. A copy of the presentation will be made available in the near future.

Meeting closed at 12:00 noon.

Next meeting: Wednesday 3 July 2013 at Pilgrim House, Civic ACT