



CSMF Meeting Minutes
5 March 2013
Level 3, 14 Childers Street Civic, Canberra

Introduction

Meeting opened by Sue Allen, hosting member.

Attendees

Jess Reynolds, Susan Allen, Tim Reddan, Stephanie Hiscutt, Roxanne Hunter, Donna McKindrey, Scott Wade, Jayne Stetto, Roisin O'Hagan, Belinda White, Lisa Wilson, Greg Seberry, Jane Romeyn, Lisa McDonald, Katerina Zafiris, Julie Taylor, Maria Batzogiannis, Shannon Parker, Penny Stevenson, Christine Hyslop, Patricia Mann, Carolyn Trute, Luke Minahan, Jo Jackson, Bernadette Shanks, Richie Neal, Meredith Pettett, Nathan Lester, Patricia Donoghue, Jane Miles, Kate McKenzie, Karen Baldwin, Carmen Barkel, Neil Norman, Leigh Demuth-Tye, Natalie Hunt, John Schofield (via teleconference).

Apologies

John Smith

Confirmation of Previous Minutes

Minutes of the previous meeting in September 2013 were not tabled and will be confirmed out of session.

Finance Report

John Smith, Treasurer was absent for this meeting and an update on finances will be held over until the next meeting.

Correspondence

Nil

Other Business

Proposed changes to mailing list – It was raised at the meeting that a number of concerns were received to the Secretary, Jess Reynolds, about the distribution list for consolidated responses. Further information will be sent out to members to consider the best approach moving forward. Possible solutions included a code of conduct for members who are not employed within the APS and limiting consolidated responses to Commonwealth members only.

CSMF Strategic Plan, moving forward – The Executive Committee Chair, Meredith Pettett, circulated, discussed and sought feedback on a draft CSMF Strategic Plan. The document was circulated through the full membership list prior to the meeting and Meredith highlighted the importance of the plan and the aim of establishing forward planning for the forum. Meredith provided an overview of the draft document, why the forum needs it, what the benefits would be and how to provide feedback. The document will be re-circulated with members and feedback

will be discussed by the Executive Committee. Feedback can be provided to the Secretary, Jess Reynolds via CSMF@DSS.gov.au

Hosting Member presentation – Sue Allen from Bureau of Meteorology – Sue provided an overview of the Bureau's journey since joining the Department 3 ½ years ago. The overview included the reason for changes, audit progress since 2010 (currently at 98%), progress in general, importance of senior management commitment and key strategic themes (leadership, proactive, responsive, educative and culture). The Bureau have built a mature system and continue to work towards continuous improvement of their health and safety management systems. The Bureau have 1,700 staff employed and a small team of 5 looking after health and safety (not including Rehabilitation).

Guest Presenter – Nonnie Bysterveldt, Techniworks Action Learning Pty Ltd – Nonnie provided an overview of the e-learning solutions that Techniworks can provide to Government departments. This session covered information about teleworking and issues around teleworking such as, management, privacy, safety and communication. Nonnie demonstrated the teleworking e-learning module Techniworks have developed and members can be provided with a day's access if they are interested in having a further look. Access can be provided by contacting Nonnie on either 07 3806 3660 or via nonnie@techniworks.com.au

Guest Presenter – Alena Titterton, Norton Rose Fulbright - This session covered information on due diligence and the steps officers should be taking under the WHS Act to ensure that they are meeting their duty. The presentation for this session has been circulated to the members list and Alena is happy to discuss due diligence with members. Norton Rose have an audit tool that can assist with ensuring due diligence and obligations under the WHS Act are met following legislation changes in 2012, further information can be sought from Alena on this.

Next Meeting: May 2014 (date to be confirmed)

Meeting Closed: 12.30