



CSMF Meeting Minutes
14 May 2014
16 Bowes Street Woden, Canberra

Introduction

Meeting opened by Meredith Pettett, Chair.

Attendees

Jess Reynolds, Peter Kavanagh (via VC), Jodie Horton (via VC), Jenny Bastas (via VC), Teresa Faton (via VC), John Smith, Bernadette Shanks, Cassie Reynolds, Penny Stevenson, Amanda Day, Helen Rutherford, Nathan Lester, Belinda Allan, Leanne Armitage, Juliana McDonald, Tim Reddan, Leigh Demuth-Tye, Jane Miles, Katerina Zafiris, Nik Sluadopailos, Katja McKenzie, Luke Brown, Kim Goodwin, Roaxnne Hunter, Julie Sharples, Patricia Mann, Vickie Gouvoussis, Noeline Petrass, Belinda White, Jason Epps, Kirsten Rose, Sarah Falusi, Kate Ord, Sandra Fisher, Megan Evans

Apologies

Emma Trewin, Kate Mair, Greg Seberry, Sue Allen, Neil Norman

Confirmation of Previous Minutes

Minutes of the previous meeting in September 2013 and March 2014 were endorsed by Nathan Lester, Jane Miles and confirmed by John Smith. Minutes are carried and accepted by members.

Finance Report

John Smith, Treasurer provided a breakdown of the finances reports. It was noted that the finances do not currently balanced due to the last catering bill – this has now been cancelled and repaid. John advised that the conference income and expenditure was lower than the year before as we steered people to join as members and utilise the membership benefits.

Tim Reddan queried why discounts are listed as income instead of an expense. John confirmed this was due to the “Out There” book and that this is how the financial system we use registers the purchases.

Motion to pass the financial reports was endorsed by Nathan Lester, Jane Miles and confirmed by Tim Reddan. The reports were carried and accepted by members.

Motion: Changes to banking signatories

Motion was put forward to include all executive members on the bank account signatories. It was noted that Kerry Byers was to be removed from the original request but that the motion still stood. The motion was endorsed by Tim Reddan and Nathan Lester. The motion was carried and accepted by members.



Motion: Changes to the constitution

Motion had previously been endorsed by membership in the September 2013 meeting. The motion was endorsed by Tim Reddan and Jane Miles. The motion was carried and accepted.

Motion: expend funds for additional report from membership database

Request was put forward to the members to expend a sum of \$330.00 for additional reporting from the membership database. It was queried by Tim Reddan as to why such a small fund was being put forward to the forum for approval. Meredith Pettett, the Chair, acknowledged the question and advised that the executive will look at the limit/ approach the forum will take for approving and expending funds.

The motion was endorsed by Roxanne Hunter and Jane Miles. The motion was carried and accepted.

Feedback from 2013 Conference

Meredith provided an overview of the feedback that was received from the 2013 Conference. A more streamlined approach will be considered for next year about how this feedback will be collected to reduce the need for manual entry and analysis.

Comments received highlighted concerns with sound, noise and catering. The conference was well attended and considered value for money. A number of topics were provided for consideration in 2014 and these will be further explored for the next conference.

Penny Stevenson suggested, during the meeting, that the conference should have a theme/flavour to it. She suggested something along the lines of “how can we do more with less” and provide practical solutions in each presentation about how agencies can achieve this.

Other Business

Tax return issue – John Smith provided the forum with an overview of the request from the ATO to provide tax returns. John has the matter in hand and we have enlisted the assistance of an accounting firm to provide us with advice regarding this matter and the best way to handle it.

The forum will be asking for an extension past the current due date for this information to be provided. No questions were asked by the membership.

Hosting Member presentation – Bernadette Shanks and Jess Reynolds from the Department of Social Services (DSS) – Bernadette and Jess provided an overview of their Department’s rehabilitation story following the Machinery of Government (MoG). The overview included the barriers following the MoG and some of the work that has been undertaken to move towards a DSS approach and work that is in progress. DSS currently has 3,700 staff and case management is currently split across



the National Office and Network. DSS is still developing their rehabilitation system and is taking into consideration the six agencies processes, procedures that have been brought together to form DSS.

Guest Presenter – Kim Carter, Comcare – Kim provided an overview of the Comcare investigators role and the 2013-14 Comcare campaigns that are still being undertaken. Kim highlighted that Comcare is there to assist, support and provide guidance to agencies.

The presentation and handout materials were circulated to the members list shortly after the meeting.

Guest Presenter – Jason Epps, Austrade – Jason provided an overview of Austrade's safety system and an update following the work they had undertaken due to an electrical safety incident in 2009.

Jason also highlighted the barriers and complexities the agency faced trying to implement their health and safety strategies across the globe. Austrade has produced an electrical contractor safety guide that was circulated to the forum previously for comment. Jason thanked everyone for their contributions to the guide and is happy to share with other agencies what they did to improve their safety system in more detail.

Next Meeting: Quarter meeting, 23 July 2014

Meeting Closed: 12.30