



CSMF Meeting Minutes
23 July 2014
16 Bowes Street Woden, Canberra

Introduction

Meeting opened by Susan Allen, A/g Chair.

Attendees

Susan Allen, Donna McKendrey, Barbara Blake (phone), Carolyn Trute (phone), Susann Kodila-Jones (phone), Brad Nodari-Stewart (phone), Ross Lloyd, Satish Rajah, Kim Goodwin, Stacie Kaczmarek, Jo Jackson, Mark Lewis, Richie Neal, Angela Fearon, Lisa Wilson, Mandy Hull, Yeralie Parker, Taina Catling, Cathy Lindsay, John Smith, Cassie Reynolds, Helen Rutherford, Tim Reddan, Jane Miles, Patricia Mann, Noeline Petrass, Belinda White, Sandra Fisher, Kim Carter (presenter – part), Richard Dawson (presenter – part)

Apologies

Greg Seberry, Peter Clancy, Sally Wegener, Anne-Marie Taylor, Yvette Mueller, Julie Sharples, Robyn Pender, Karen Baldwin

Confirmation of Previous Minutes

It was moved by Jane Miles and seconded by Donna McKendrey that the Minutes of the previous meeting on 14 May 2014 be confirmed. Motion carried and Minutes confirmed.

Update on Committee

The A/g Chair, Susan Allen, updated the meeting on changes within the Executive Committee and other matters. She advised:

Meredith Pettett resigned as Chair of the Executive Committee.

Kerry Byers resigned from the Executive Committee due to work commitments.

Nathan Lester resigned from the Executive Committee.

The Secretary, Jess Reynolds, has gone on Maternity Leave and John Smith has taken over some of her duties such as the email list.

The remaining Executive Committee members, John Smith, Greg Seberry, John Schofield, and Peter Clancy have elected me to act as Chair, through to the AGM in September when a new Committee can be elected by the members. I'm with the Bureau of Meteorology.

The Constitution provides for casual vacancies to be filled by the Executive Committee co-opting members on to the committee. It is proposed to co-opt

two staff from the Bureau of Meteorology to assist with some of the duties (such as the mail list and preparations for the Conference) to ease the burden on the Treasurer/Acting Secretary.

We are always looking for people to join the Executive Committee, or to volunteer to assist with some of the other tasks, such as the Conference. No matter how small the offer, any assistance will be greatly appreciated - we are all volunteers and know these events are popular and provide networking opportunities. We can't do it alone, so please consider what you can do to ensure this forum continues.

We have booked a date and venue for the **2014 Annual Conference**. It will be held on Friday 21 November 2014 at the Federal Golf Club. Please note this date in your diary.

There is a lot of work for the Executive Committee at the present time, including delivering a relevant, interesting day for you at the annual conference, and we are also conducting work to address the tax matter.

In dealing with the tax issue, the accountants have advised that our registration as an organisation was not appropriate for our needs and that we needed to register with the Australian Charities and Not-for-profit Commission (ACNC), and seek exemption from having to submit tax returns. This has been done, and we are awaiting the outcome of the application for registration. If that is favourable, we won't need to submit any more tax returns. If unsuccessful, we have all the information necessary to complete and submit the requested tax returns.

Finance Report

John Smith (Treasurer) spoke to the finance reports which had been earlier circulated to members. He noted undeposited funds of \$250 related to credit card payments received but not processed by the bank. He said that the balance of \$39,231.20 in the account is stable and healthy and sufficient to meet foreseeable needs.

Motion to pass the financial reports was moved by Patricia Mann and seconded by Tim Reddan. The reports were carried and accepted by members.

Other Business

CIS – Donna McKendrey from PM&C raised an issue with regard to the Comcare Customer Information System (CIS), pointing out that there is a wealth of information available from the system but that many departments were not receiving the full benefit as they are unaware of the range of information available, or had not received training in how to access it. After discussion it was agreed that Donna McKendrey will contact Comcare to see if Comcare will run a session on how to utilise the CIS program (and how to get live data on a daily basis), once this is agreed CSMF will advise the members. Hopefully videoconferencing will be available for the session.

Hosting Member presentation – Kim Carter, Department of the Prime Minister and Cabinet – Kim Carter outlined how PM&C's role in supporting Prime Minister and the Cabinet, had grown from a department of 700 staff in 5 groups in one office to

now over 2,500 staff across the country, with an influx of 1,800 staff from nine other departments. It now has ten enterprise agreements in operation. The staff come from diverse backgrounds, and from remote localities across Australia.

Since the machinery of government changes, PM&C applies a continuous improvement model to its move towards a 4801 compliant WHS Management System, engaging SES (Officers) to ensure they are providing sufficient resources, gathering information and applying due diligence. In implementing the system across the much enlarged agency, they had to reconsider what a DWG looked like and placed emphasis on consultation and involvement to get better outcomes in areas such as HSR engagement where it can be difficult to get volunteers.

Communication provided significant challenges with multiple computer systems that don't always interact, and PM&C has had to employ many different approaches and types of communication. It has been important to verify who is doing what job, what skills, experience and attributes they have for the job, whether the appropriate training has been provided, and whether the required competencies have been verified.

Challenges remain, including senior leadership commitment across the expanded agency, agency culture with ten departments or parts of departments brought together, and ensuring sufficient resources, technology and support.

Change in Program - As the scheduled presenter had withdrawn, Susan Allen of the Bureau of Meteorology stepped in to provide a presentation of the Bureau's management of fatigue.

Guest Presenter – Susan Allen, Bureau of Meteorology – Susan Allen presented the Bureau's journey in their management of fatigue risks. The presentation set out a comprehensive program that covered engagement and consultation with Bureau staff, from identifying the issues to agreeing and implementing the solutions. The program delivered a comprehensive holistic process which has resulted in planned actions under 8 themes, education, policy and procedure, communication, strategies to improve alertness, resources, workplace environment, industrial relations matters and culture.

Guest Presenter – Richard Dawson, Comcare – Richard spoke about the 2013-2014 Comcare Prevention Campaigns and the 2014-2105 work plan for campaigns (yet to be formally approved). The areas for action are set out in the attached PDF documents.

He also spoke about a series of HSR Forums held by Comcare which highlighted a lack of understanding of roles and powers of HSRs, and a lack of responsiveness by management in agencies to them.

Richard said he would welcome the input from Forum members in any of the Campaigns he is involved with. He is hopeful that opportunities for collaboration can be explored once the campaign priority areas have been confirmed for 2014-15.

Richard also mentioned the People at Work Program and invited members to contact him if they were interested in further information on the Program. He advised that the

People at Work Program is a proven approach to psychosocial risk assessment and Richard recommended that members review the information on how this Program might be of benefit to their organisations.

Richard is also the Comcare liaison for CSMF, and said he is only a phone call or email away should any member wish to discuss an issue of concern.

Meeting Wrap

The A/g Chair, Susan Allen, thanked the speakers for their presentations and members for their attendance. She reminded members that the next meeting includes the **Annual General Meeting** and we are keen for members to consider standing for the Executive Committee.

Next General Meeting (including AGM and election of new Executive Committee):

Wednesday 3 September 2014 commencing at 9am to be held at

Austrade
2nd Floor
Minter Ellison Building
25 National Circuit
Forrest ACT

(Note: Parking is very restricted - ACTION Route 6 stops nearby)

Meeting Closed: 12.00pm