



**CSMF Meeting Minutes**  
**17 March 2015**  
**Australian Bureau of Statistics**  
**ABS House, 45 Benjamin Way, Belconnen, Canberra**

**Welcome and Acknowledgement of Country**

Susan Allen, Chair.

Thank you to our hosts at the Australian Bureau of Statistics; especially Nick Hulskamp, Jennifer Cheffers and Raelene Malloy.

**Attendees**

Susan Allen, Jennifer Cheffers, Monica Bourke, M Jervivolic, Ingrid Krauss, Kate McKenzie, Marion Mitchell, Jan Madge, Satish Rajah, Lisa Wilson, Patricia Mann, Amanda Day, Tim Reddan, Alexandria Ng, Judy Buckham, Stephen Gardener, Chris Libferi, V Sandrini, Wendy Elford, Jane Miles, Katerina Zafiris, Nile Slivadopolos(?), Sandra Fisher

Teleconference: Carolyn Trute, Elizabeth Clarke

Videoconference: Natalie Bezzina, Sarah Ovington, Therese Facer, Claire Giddens, Jeanine van den Bosch, Yvette Mueller (Secretary)

**Apologies**

John Smith (Treasurer), Karen Baldwin, Belinda Miners, Greg Seberry, Jason Epps, Juliana McDonald, Susann Kodila-Jones, Kaylene Pickering, John Robson, Heather Dillon, David Cook, Bridget Agerbeek

**Confirmation of Previous Minutes**

It was moved by Amanda Day and seconded by Sandra Fisher that the Minutes of the previous meeting, 3 September 2014 be confirmed.

Motion carried and Minutes confirmed.

Action Item update:

Exec committee to provide a fully formed proposal at the next meeting regarding membership for large departments.

Susan Allen advised that the Executive have considered this issue and have determined that any change would also require a change to the CSMF Constitution, therefore matters will be considered on a case by case basis at this juncture .

**Finance Report**

Susan Allen, Chair, spoke to the finance reports prepared by the Treasurer.

Expenses by supplier report includes payments for catering, rent of virtual office and bank fees / charges.

Cash at bank (as at 27 February 2015): \$45,075.38

An update was provided on the tax matters. The CSMF received advice that we are required to provide tax returns and must do so retrospectively. It is anticipated that

income for sponsorships previously considered non-taxable was incorrect. It is approximated that \$17000 in back taxes will be paid. The Treasurer reports that there are sufficient funds to cover the amount due.

Finance reports are available upon request from the Secretary ([secretary@csmf.net.au](mailto:secretary@csmf.net.au))

### **Other Business**

None

### **Meeting Host Presentation – Jennifer Cheffers**

**Director National Work Health and Safety, Australian Bureau of Statistics**

#### Flexible Work in the ABS

Jennifer Cheffers presentation focussed on the journey the ABS have been on to transition to more flexible working arrangements.

The transition has included two trials:

- Activity Based Work trial in the ABS Adelaide office
- Teleworking trial involving 30 staff over 6 months

Feedback via survey was obtained from trial participants and recommendations have informed further roll out of teleworking and activity based workplace fit outs going forward. The ABS will be rolling out activity based workplaces progressively and teleworking from June 2015.

A key recommendation included the development of mandatory training modules for all staff wanting to participate in teleworking, including a WHS module; Virtual Team Work Best Practice; ICT technology training' and Security (covering information security and physical security in the home).

### **Guest Presenter – Richard Dawson**

**Assistant Director, Program Implementation Scheme Planning and Performance Group, Comcare**

#### Comcare Initiatives Update

Richard advised the CSMF that key initiatives for the 2015/16 FY are not yet confirmed and he would be able to provide more detail during the first CSMF meeting in the new FY.

Richard also advised the members that at the May CSMF meeting there will be a joint presentation by Comcare and a PCBU about the WHSMS Audit Program. The session will provide insight into the program and the experience of the PCBU that has recently been audited by Comcare.

A brief update on the success of the 2014/15 Comcare campaigns was provided. The campaigns included electrical safety, agriculture, heavy vehicle, quad bikes, People at Work, musculoskeletal disorders, Health and Safety Representatives, noise induced hearing loss, and contaminated land.

The expectation for the 2015/16 is that Comcare will continue to focus on the high priority areas such as musculoskeletal disorders, bullying and psychosocial risks,

mental health resources, Men at Work project (funded by Movember and the Black Dog Institute), health and safety by design and supply chain networks.

**Guest Presenter – Rebecca Parton**

**Assistant Director, Claims and Liability Management Group, Comcare**

Health Benefits @ Work Program

The program operates on the belief that work is generally good for people's health and wellbeing, assists in recovery from injury and reduces the risk of long term disability and unemployment.

The program has been working with key stakeholders, including insurance agencies and GPs, to develop a single, standardised Certificate of Capacity that focusses on what an injured worker can do at work rather than what the worker can't do. The standardised form allows GPs to focus on medical aspects of a consultation rather than spending time finding and completing the correct form.

The new Certificate of Capacity is being implemented in the ACT. The form requires a GP to think about why a person isn't fit for work.

Comcare have been liaising with relevant bodies (e.g. Royal Australian College of General Practitioners) to determine how they can embed training into the curriculum of GPs.

**General Business**

**Wellnomics sit / stand desk study – Stephen Gardener**

Wellnomics is seeking organisations with 200+ electric sit / stand desks\* willing to participate in a study which is aimed at assisting organisations to justify the purchases of sit stand desks. The initial study is 6 months however may be extended if both parties agree. The study is slated to start around June 2015.

The research will investigate:

- Desk usage, do people actually use the desks sit stand function
- What type of people use the desks, e.g. already healthy people, injured people, a particular age group etc.
- Are some job types more likely to use the desk
- Did the use of the desk have any effect on productivity, discomfort, absenteeism, injury rate.
- NOTE: Wellnomics software is capable of prompting people to activate the desk via their computer screen and not the desk switch. Aiming to look at the difference in usage rates between manual activation (the switch) and automated prompting (on screen). Initial studies show much higher usage rate with auto prompting.

Contact Stephen Gardener directly if you would like further detail about the study and the requirements for participation:

Stephen Gardener

[stephen.gardner@wellnomics.com](mailto:stephen.gardner@wellnomics.com)

[www.wellnomics.com](http://www.wellnomics.com)

PH: 02 94522444

Mb: 0417458722

\* Using Linak actuator

### **University of the Sunshine Coast Accident Research Centre –**

The University is seeking large organisations (> 50 employees) to participate in a research program examining processes around reporting and investigating work-related musculoskeletal disorders.

The research will investigate:

- The systems in place for reporting and investigating
- How these systems are implemented in practice
- The perceived constraints and barriers to implementation
- Types of contributing factors that are considered

If you are interested in participating or would like to find out more, contact the Secretary ([secretary@csmf.net.au](mailto:secretary@csmf.net.au)) who can provide researcher contact details.

### **Bullying Awareness Week**

The CSMF circulated information and a poster about Comcare's [Bullying Awareness Week](#) (16 - 20 March 2015).

### **Guidelines for Flexibility at Work – Dr Wendy Elford**

Wendy Elford highlighted the speed at which workplaces are changing from a single, designated building / office space, to a fluid workplace, where people work from home, cafés, smart hubs, or public transport.

Wendy encouraged forum members to start having conversations to ensure that WHS is a part of the process and not an afterthought and that the appropriate considerations around the people aspects are incorporated in the design phase of these new workspaces and any guidelines that are developed.

**Meeting Closed:** 10.50am

**Next Meeting:** May 2015, Safe Work Australia, Canberra.  
Further details to be advised.

#### Tentative agenda:

SWA host presentation

Wellnomics – Sit / Stand benefits whitepaper presentation

Comcare WHSMS Audit Program – joint presentation with PCBU

### **Volunteer host sought for July and September meetings.**

Contact Secretary ([secretary@csmf.net.au](mailto:secretary@csmf.net.au)) if willing and able to host a meeting.