



Location:
Safe Work Australia
 220 Northbourne Avenue
 Braddon, ACT

Date:
 Thursday, **14 May 2015**
 9.00am to 12.00pm

RSVP is essential:
secretary@csmf.net.au

If attending in person at SWA
 COB Wednesday 6th May
 (for catering purposes)

**If teleconference or
 videoconferencing – COB**
Monday 27th April (to enable
 appropriate arrangements to
 be made)

TIME	TOPIC	
9.00	ARRIVAL	
9.00 – 9.15	<ul style="list-style-type: none"> Welcome and apologies Confirmation of Minutes from Previous Meeting Financial Report Volunteer to host July meeting 	Susan Allen, Chair Members Susan Allen, Chair Members
9.15 – 9.55	SAFE WORK AUSTRALIA MEETING HOST PRESENTATION Good Work Through Safe Design Principles and Governments and the policy making process Dr Peta Miller, Director National Strategy	
9.55 – 10.35	BALANCED ERGONOMICS – BENEFITS OF SIT STAND WORK STATIONS <ul style="list-style-type: none"> Whitepaper review Campbell Reade, Balanced Ergonomics	
10.35 – 11.00	MORNING TEA / NETWORKING	
11.00 – 11.50	COMCARE - FEDERAL AGENCY WHSMS AUDIT PROGRAM <ul style="list-style-type: none"> Program overview and objectives Colin McNab, Comcare Authorisation and Audit Unit <ul style="list-style-type: none"> Bureau of Meteorology experience of audit Susan Allen, BoM Open discussion with Comcare Authorisation and Audit unit and recently audited Agency (Bureau of Meteorology). What worked / didn't work; advice for audit preparation; Q&A	
11.50 -12.00	GENERAL BUSINESS / QUESTIONS / DISCUSSION	
12.00pm	MEETING CLOSE Next Meeting: July 2015	