



CSMF Meeting Minutes 14 July 2015 Air Services Australia

Welcome

Chair -

Thanked hosts Air Services Australia; and gave an overview of the meeting's agenda.

Confirmation of Previous Minutes

Moved and seconded by that the Minutes of the previous meeting, 14 May 2015 be confirmed.

Motion carried and minutes confirmed.

Finance Report

Treasurer, spoke to the finance reports.

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

Cash at bank (as at 30 June 2015): \$40,103.19

Cash at bank per balance sheet: \$40,103.19

Non-deposited bank funds of \$185 relating to credit card payments received and yet to be processed by the bank.

An update was provided on the tax matters. Returns have now been submitted to the ATO and CSMF is awaiting advice from ATO regarding potential tax liability. It is now estimated, excluding fines or interest charges, that the tax bill will be ~\$5700, which is significantly lower than the initial Treasurer's estimation of ~\$19000.

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

Other Business

None

Meeting Host Presentation – Air Services Australia

Safety Assist Initiative

Air Services Australia manages domestic and international flight operations; have 184 sites in Australia, New Guinea and Indonesia; and manage \$1Billion in assets. As well as Air Traffic

Control, Air Services Australia maintains infrastructure (towers, terminals, control units etc.) and provides emergency services.

Air Services Australia effectively operate 4 separate businesses –

1. Air Traffic Control
2. Emergency Services (Aviation Firefighters)
3. Technical staff (maintain facilities)
4. Corporate staff (VIC, QLD and ATC)

This presents many challenges for management of WHS across different business types and in remote locations due to the range of hazards and risks with the various business types.

Provided the CSMF with an overview of their Safety Assist Visit initiative. The WHS specialists attend each site and perform a site 'health check' in consultation with the manager and HSR. A Safety Assist tool has been developed, based on Comcare audit questions, and is customisable depending on site being visited. The visit consists of 3 days spent on site, where the WHS specialist performs a walk around with the Manager and HSR, discusses issues or clarifies requirements; writes up findings and reviews and discusses suggested actions with the manager. This is used as a coaching opportunity.

The keys to the program being successful at Air Services Australia are:

1. Buy in at the EGM and CEO level
2. Approaching the visit as a coaching opportunity and not as compliance / audit
3. Having open consultation between local manager, HSR and WHS specialist

Guest Presenter – RICO Training, Processes & Strategies / Mental Health First Aid Instructor Coordinator

Mental Health First Aid – Online Course and Accreditation System

Provided an overview of the uptake of Mental Health First Aid training across the globe with 1 million people being trained in 23 countries. While this training was initially developed for the community, the greatest uptake has been within the corporate sector.

Online course

Mental Health First Aid training will soon be available as a 'blended learning' module, where the participant completes a self-paced online module, followed by a 3.5hr face-to-face component with an accredited trainer.

This format enables greater flexibility for training delivery; especially where participants are time poor or geographically challenged and are unable to attend the 2 day training .

The online module costs \$150 to complete and a manual is provided. After completion, the participant needs to enrol with an accredited trainer to complete the face to face component (cost dependant on trainer).

Accreditation

A certificate of accreditation will soon be available for people that have completed Mental Health First Aid training. Previously participants have received a certificate of completion.

To be accredited as a Mental Health First Aider for 3 years, participants will be required to complete an online accreditation exam within 30 days of training.

The exam consists of 15 questions (10 multiple choice and 5 true / false), is open book, has no time limit and allows for a second attempt if the first attempt fails. There is no additional fee and accreditation is optional. Those who do not undertake the exam within 30 days will receive the certificate of completion.

The accreditation is available to all participants, whether they undertake the blended learning training or the 2 day facilitator lead training.

Refer to flyers (circulated with minutes) for more information.

Guest Presenter – Comcare Legislative Change team

SRC Act Proposed Legislative changes

Provided a very informative summary of the proposed changes to the SRC Act, which is currently before the Senate. Refer to attached presentation.

General Business

CSMF Privacy Policy –

The Privacy Policy draft was circulated for comment prior to the meeting. The CSMF were also provided an opportunity to comment at the meeting.

The policy will be finalised and published on the website.

CSMF Financial Policy and Procedure –

Approved by the Executive and is available upon request from CSMF Secretary.

The member's section of the CSMF website will be developed soon. Once this is available, CSMF policies and procedures will be available on the website.

CSMF Annual Conference –

The Annual Conference is booked for Friday 20 November at the Federal Golf Club. Current topics/ themes include Mental Health, Driving and Rehabilitation and Compensation.

Attendees were requested to forward any suggestions to the Secretary (secretary@csmf.net.au).

Meeting Closed: 11.45am

Next Meeting (including AGM):

29th September 2015, Australian Institute of Sport (AIS), Canberra.

The AIS is offering an exciting opportunity for CSMF members to tour the facility and go to areas of the AIS not open to the public, including under the pool.

As the meeting is also the AGM, the Executive positions will be open for re-election. Nomination forms will be distributed by the Secretary prior to the meeting for interested members.