



**CSMF Meeting Minutes  
29 September 2015  
Australian Institute of Sport  
Leverrier Street, Bruce ACT**

**Welcome**

The Chair thanked hosts Australian Institute of Sport and provided an overview of the meeting's agenda.

**Confirmation of Previous Minutes**

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

Motion carried and minutes confirmed.

**Finance Report**

The CSMF Treasurer spoke to the finance reports.

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

Cash at bank (as at 22 September 2015): \$31,904.51

Cash at bank per balance sheet: \$31,904.51

The CSMF have changed banks from St. George to Bendigo bank. The St. George bank account, balance \$186.37 at the time of the report, has been closed and the balance transferred to Bendigo bank account.

The CSMF expenditure over recent months has been high due to resolution of taxation liability that has been reported at previous meetings.

The tax situation has been fully resolved and the tax liability of \$5,768 has been paid to the ATO.

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

**Other Business**

None

**Presentation – Desktop Ergonomics and Injury Prevention Strategy; Dept of Health**

As per most agencies, the Department of Health had a number of highly predicable body stressing injuries. The supply of computers and input devices was uniform with specialist equipment being supplied by exception where required.

To tackle this issue, Health decided to undertake risk based trials (independent of claims data) to generate data on the use of core business tools and to inform the IT procurement strategy.

The trials included provision of ergonomic equipment (vertical mouse, short keyboard and separate numeric pad) to the higher computer usage areas / risk populations including Payroll, Call Centre, Finance and Grants and included pre and post-trial surveys of participants.

Overall, the results demonstrated a decrease in the self-reported occurrence of pain or discomfort in the participant's hands, wrists, forearms, necks and shoulders.

Department of Health plan on further evaluating the results of the trial, integrating ergonomic options for turnover of desktop equipment and plan further pilots to inform their strategy going forward.

### **Host Agency Presentation – General Manager Corporate Operations, Australian Institute of Sport**

The CSMF were provided with an overview of WHS at AIS and insight into AIS operations. Members were taken on a tour of the facilities, including the weights gym and the pool. The tour was led by Assistant Director AIS Aquatic Centre and WHS Advisor.

### **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.

**Meeting Closed** 10.50 am

### **Next Meeting**

March 2016 – Host TBA