



CONSTITUTION

May 2012

COMMONWEALTH SAFETY MANAGEMENT FORUM

1. NAME OF THE FORUM

- 1.1 The Commonwealth Safety Management Forum, abbreviated to CSMF, and herein called the Forum.
- 1.2 The Forum is an industry group for Commonwealth and Australian Capital Territory government organisations and interested organisations/individuals.

2. OBJECTIVES

- 2.1 The Forum exists primarily to:
 - 2.1.1 facilitate strategic advice to member organisations/individuals on Work Health & Safety (WHS), return to work, premium management, and associated training and education.
 - 2.1.2 provide a forum for the exchange of ideas and experience.
 - 2.1.3 provide the Safety, Rehabilitation and Compensation (SRC) Commission and Comcare with input and advice on technical and policy/guideline development.
 - 2.1.4 provide an industry view to government and the SRC Commission on legislative provisions and their impact on member organisations/individuals, including through representation on relevant committees.
- 2.2 The assets and income of the Forum shall be applied solely in furtherance of its above-mentioned objectives and no portion shall be distributed directly or indirectly to the members of the Forum except as bona fide compensation for services rendered or expenses incurred on behalf of the Forum.

3. MEMBERSHIP

3.1. General Admission

There are three categories of membership being Full Membership, Additional Membership, and Associate Membership.

- 3.1.1 Full Membership is open to all Commonwealth and Australian Capital Territory government agencies that come within the jurisdiction of the Work Health and Safety Act 2011 and the Safety, Rehabilitation and Compensation Act 1988, (as amended), and/or such other agencies as the Executive sees fit and are endorsed by the membership at a general meeting.

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- 3.1.2 Full Membership is at the corporate (agency) level represented by staff having national responsibilities. Only one person from each Full Member agency is entitled to the privileges of Full Membership. Where an agency chooses to outsource or enter into cooperative arrangements in regard to one or all of its WHS, Rehabilitation or Compensation management functions, the agency may nominate one-only senior representative from that contracted organisation to represent the agency. The representative must be contactable via the agency and ensure that information obtained via the Forum is used specifically for the benefit of the agency they represent.
- 3.1.3 Agencies may nominate more than one member representative to attend Forum functions, to be known as Additional Members. (Refer 3.3.2 Voting Rights)
- 3.1.4 Professional bodies and industry associations, private sector organisations (eg insurance companies, legal firms and consultants), and individuals with an interest in work health and safety may apply for Associate Membership. (Refer 3.3.2 Voting Rights)
- 3.1.5 Written, or on-line applications via the CSMF web-site, for membership are to be submitted to the Secretary, for consideration by the Forum Executive.
- 3.1.6 The Executive, with endorsement from a general meeting, may set different privilege rights for the various membership categories.
- 3.1.7 Each membership category will be required to contribute a fee set by the Forum to cover expenses of the Forum.

3.2. Changes to Permanent Member Representatives

- 3.2.1 A member agency may substitute its representatives at any time, with written advice to the Forum Secretary.

3.3 Duties and Rights

3.3.1 Members shall:

- 3.3.1.1 present, where possible, the views and opinions of the agency he/she represents and not just speak on his/her own behalf unless he or she has an individual associate membership.

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- 3.3.1.2 attend meetings and participate as fully as possible in the activities of the Forum.
- 3.3.1.3 forward apologies to the Secretary if unable to attend any meetings.
- 3.3.1.4 come to meetings prepared, having read all relevant papers and the outcomes of the previous meeting.
- 3.3.1.5 aim to ensure that the views of the Forum are known within his/her agency.

3.3.2 Voting Rights

Only Full Members of the Forum, irrespective of the number of representatives from that member agency, have voting rights.

3.4 Register of Members

- 3.4.1 A list of members will be maintained by the Forum Executive. Collected information will be used for identification and membership purposes only and will not be released without written permission.

4. EXECUTIVE AND OFFICE BEARERS

4.1 Executive Committee

- 4.1.1 The Forum Executive Committee shall:

- 4.1.1.1 comprise a Chairperson, Secretary, Membership Officer and Treasurer plus four (4) other office bearers.
- 4.1.1.2 have the capacity to co-opt additional members to the Executive for specific tasks.
- 4.1.1.3 manage the day-to-day affairs of the Forum.

4.2 Election/Nomination and Tenure

- 4.2.1 Elections for all office bearers, including the Executive Committee shall be held every year. Nominations shall be called for one month in advance of the annual General Meeting. Nominations shall be submitted in writing to the Secretary, and shall be signed by a proposer and seconder. The nominee shall provide a declaration that she/he is

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willing to serve. The nominee, proposer and seconder must be Full, Additional or Associate members of the Forum, at the time of making the nomination. Nominations will be accepted by the Secretary up until the opening of the annual General Meeting.

4.2.2 If, at the close of nominations, there is more than one nominee for a position, a ballot of individual members shall be held at the meeting, and election shall be by a simple majority of votes cast.

4.2.3 If, at the close of nominations, there is only one nominee for a position, that member shall be declared elected.

4.2.4 Casual vacancies shall be filled at the discretion of the Executive.

5. MEETINGS

5.1 General Meetings

A formal general meeting of members will be conducted every year, usually in September.

5.2 Forum Meetings

5.2.1 In addition to the general meeting, The Forum will aim for four (4) meetings per year (January – December).

5.2.2 Agenda items will be sought and received up to ten (10) working days prior to a meeting and an Agenda and supporting papers issued five (5) working days prior to a meeting, where practicable.

5.2.3 A quorum of ten (10) member agencies is required for motions to be carried.

5.2.4 Meetings will be structured around discussion appropriate to an Agenda Item and will be facilitated by the Chairperson.

5.2.5 Minutes will be recorded and distributed to members.

5.3 Executive Meetings

5.3.1 May be conducted in conjunction with, or on alternate months, to Forum meetings if required.

5.3.2 Extra-ordinary meetings will be conducted as required.

- 5.3.4 A quorum of three (3) Executive Members is required for meetings to be held.

6. FOCUS GROUPS

Focus Groups:

- 6.1 Will be identified and formed by the Executive Committee to address and document specific safety management issues.
- 6.2 Shall have a convenor appointed to:
- 6.2.1 manage the activities of the Focus Group.
 - 6.2.2 assume responsibility for the output of the Focus Group.
 - 6.2.3 prepare and present progress reports and a final report to the Forum.
 - 6.2.4 liaise with the Executive Committee for production of documentation.

7. PARTNERSHIPS

- 7.1 The Forum will encourage participation by WHS framework organisations (eg. SRC Commission and Safe Work Australia) and regulator agencies (eg. Comcare) to seek views from the Forum, particularly with regard to legislation, policy and guideline development and administrative arrangements.
- 7.2 The Chairperson, or other appointed representative, will attend meetings of any committees, to facilitate an exchange of information between the Forum and the committees.
- 7.3 The Forum may negotiate strategic partnerships with organisations for mutual benefit. Such partnerships shall be consistent with the Forum's Objectives. Benefits may include funding to the Forum and other "in kind" support.

8. ALTERING THE CONSTITUTION

- 8.1 The Executive Committee shall be responsible for review of the Constitution every two (2) years.

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- 8.2 A member agency may propose changes to the Constitution providing that it has the written support of five (5) other member agencies.
- 8.3 Proposals shall be submitted in writing to the Executive Committee for consideration.
- 8.4 The Executive Committee will submit the proposed changes and its recommendations to the next meeting of the Forum, for consideration and voting at the subsequent meeting.
- 8.5 A motion shall be carried by a simple majority of the members present.

9. CONTINUANCE

- 9.1 The Forum shall subsist as long as it continues to have the support and participation of member agencies. Dissolution of the Forum could only occur upon the passage, by a three quarters majority of member agencies at a Special General Meeting, upon a written Notice of Motion submitted to the Secretary at least two (2) months in advance of the meeting.
- 9.2 The Notice of Motion must be seconded by at least five (5) member agencies. The Secretary shall arrange for a postal ballot to be conducted for members who are unable to be represented in person at a Special General Meeting held for this purpose.
- 9.3 In the event of the Forum being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to any association with similar purposes which is not carried on for the profit or gain of its individual members.

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