



## MEETING MINUTES

CSMF Wednesday 16 May 2012

### Introduction

Karen Baldwin, Acting Chair in the absence of Peter Clancy who is ill, opened the meeting and welcomed all those in attendance.

### Attendees

Angela Smith, Anthony Roberts, Anthony Rosson, Carolyn Trute, Damien Dal Cortivo, David Cotterell, Emily Rogers, John Smith, Karen Baldwin, Karen Thornton, Kerry Collins, Lorraine Lyon, Masitah Marzuki, Michaellee Thornton, Miranda Bruyn, Penny Stevenson, Phillipa Roberts, Richard Neal, Roisin O'Hagan, Sam Holt, Sonia Jackson, Stephanie Hiscutt, Susan Kodilla-Jones, Theresa Kent, Tim Reddan, Vickie Gouvoissis, Stuart Steele, Steve Gardner, Stella Nenes, Louise Davidson.

### Apologies

Apologies received from : Colin McDonald, Gill Morphett, Sue Allen, Marcelo Robins, Gail Lister, Jacquie Littlewood, Jacquie Whittet, Melinda Carlisle, Kyla Wilson, Claire Giddens, Kath Carnell, Amanda Storen, Jenny Patton, Vida Roberts, Peter Clancy, Greg Seberry.

### Confirmation of previous minutes

The last meeting was the 22 February 2012. Minutes were confirmed and are available on the internet.

### Finance Report

John Smith tabled the current financial reports (attached). Following approval at the last meeting, the Forum has now purchased an ACER Laptop computer and accessories, as well as an Epson Data Projector. Some items remain to be purchased, but the current cost of the computer and projector is \$2,950.16. Current cash at Bank is \$26,418.88.

John advised that he has now reconciled the membership list with the accounts and has begun sending out membership renewals to all that have expired, and is also sending renewals to members one month prior to their membership expiry date so that they can renew on time and maintain continuity of their membership. This will become increasingly important when we upgrade our website to include a much expanded member's area.

John also mentioned a dispute we are having with Vodafone who are incorrectly direct debiting the CSMF account for a mobile phone (we have no phones). This is being pursued vigorously with both Vodafone and our St George Bank.

### Correspondence

A number of letters and emails were sent to St George Bank and Vodafone regarding the incorrect charges on our account.

## **CSMF Constitution**

Members had been previously circulated with a copy of the proposed changes to the Constitution and the final draft for voting had also been circulated on 17 April 2012. Members had no questions in relation to the proposed revised Constitution and the motion was put:

*That the Forum agrees with the amendments to the CSMF Constitution as circulated to all members on 17 April 2012 and adopts the revised Constitution.*

**PASSED unanimously**

## **Proposed Changes to Operation of CSMF Finance System**

The Treasurer, John Smith, explained that there were a number of difficulties with the current operational requirements of the finance system. Currently, the requirement for operation of the accounts is 'any two to sign'. This was formulated in 2002 when e-banking was less common, and we didn't have a high turnover in credit card transactions etc. The current method creates problems when trying to transact with the bank as they constantly ask for two representatives to attend the bank or require all discussions in writing with two signatures. Thus even the simplest inquiry regarding the account becomes a bureaucratic nightmare. Accordingly, it is proposed by the Committee that the operational requirements be changed to 'any one to sign' and that as a safeguard, a Finance Committee be set up to oversight the work of the Treasurer and to report on expenditures to each meeting. The Treasurer also sought approval for the issue of a Debit Card to enable prompt and efficient payment of accounts (currently the Treasurer uses his personal credit card for purchases and seeks re-imburement)

Three motions were put to the meeting:

1. *That the Forum agrees to change the operational requirements for its banking activities from "any two signatories to sign" to "any one signatory to sign" and that this be effected as soon as possible with the St George Bank.*

**PASSED unanimously**

2. *That the Forum agrees to the setting up of a Finance Committee to oversee the finances and accounts of the Forum, and that the Finance Committee shall consist of the Treasurer and at least one other member of the Executive Committee, and that the Finance Committee shall report at every meeting in relation to expenditures from the accounts.*

**PASSED unanimously**

3. *That the Forum agrees to the Treasurer obtaining a Visa Debit Card on the Forum's accounts so that transactions can be carried out on line, or over the counter, for authorised expenses.*

**PASSED unanimously**

## CSMF Website upgrade

John Smith explained that the CSMF website is currently maintained by Dynamic Web Solutions, our provider, who are based on the far north coast of NSW. The web-master has been very responsive in regards to updates to our website with an average turnaround time of less than 24 hours. However, the webmaster has suggested that we should upgrade our website to a self-managed system with the potential for many add-ons that will add value to our site for members and sponsors. This would be a WordPress system, with a member's only area, payment through the website for memberships, conferences and products via a PayPal portal (does not require users to have a PayPal account), a question and answer section will relieve a lot of work from our Secretary in circulating emails, and a newsletter. As part of the management fee, the site would be backed up twice a week to servers in Australia and overseas.

Questions asked from forum included:

- *Can system retain documents?* It is understood that it can.
- *Will all committee members have access to website?* Yes, various levels of access can be provided.
- *Does a document go to Q & A and is it retained in system?* This will need to be clarified.
- *Can members upload policies?* Again this will need to be clarified.
- *Can members utilise pay pal?* Yes
- *What level of access for sponsors and members are we going to give?* All members will have access to the member's only area provided they are financial with the Forum. If sponsors are members as well, they would have similar access.
- *Are backups and software included such as firewalls and upgrades in \$330.00 cost?* Yes

Following the discussion the motion was put:

*That the Forum agrees to the proposal to upgrade the CSMF Website to a self-managed Wordpress system as recommended by our Webmaster, to incorporate a members only area, a PayPal system to accept payments, a Question and Answer section for member inquiries, and ongoing twice weekly back-ups of the site, with expenditure expected to be approximately \$2,100.00 plus an ongoing annual fee of \$330.00.*

**PASSED unanimously**

## Presentations

Guest Speaker: Anthony Roberts from Austrade

Anthony Roberts provided a brief overview of an Enforceable Undertaking between Austrade and Comcare. This included a summary of the events that lead to the Undertaking, the downstream benefits, a request for assistance in completing a brief survey and expressions of interest in membership of a small committee to consider electrical contractor safety best practice. A further presentation is scheduled for the next CSMF meeting on 4 July.

Guest Speaker: Sam Holt – Director, Online Care, Medibank Health Solutions

- Changes for Medibank as there are no rehab services any longer
- They are streamlining organisation and consolidating services
- There are new innovative products, with intent to strengthen capacity and improve interactions with clients
- Removal of complexities
- Online care services, 'anywhere health' is the product that is being launched with it seen as a work health solution with different elements
- Health direct – is a nurse health advice that has registered nurses staffing it and is government funded – 24 x 7 x 365 , telephone triage, health advice and referral service- is free to land line users
- Supported by evidence based clinical guidelines
- Connect with medical practitioners and health care providers
- Launch of virtual health platform 'tele health' –point to point solutions-build national service delivery -virtual health clinic
- September is launch date
- New product will compliment not replace 'face to face' care

Guest Speaker: Jenny Landsberg, MedVet Laboratories, Drug and Alcohol testing in the workplace (ph 0411840472, email: jlandsberg@medvet.com.au)

- The national operations manager presented
- 25% of workplace accidents are drug or alcohol related
- 38% -50% of all workers compensation claims and drug/alcohol related
- Legislation states we have a duty of care and employee has a personal responsibility
- No test is available to pick up impairment of an employee
- When developing a drug/alcohol policy recommended
  - not to mention 'impairment' in policy need to describe it as 'level' of drug tested
- -foundations for expectations and requirements needs to be described
- -Identification of supplementary support services such as EAP, toxicology interpretation, medical review officer, and random testing program needs to be written in the policy
- When implementing policy ensure that there is a consultation period of 14 days with all staff, there needs to be a consultative committee developed, unions need to be consulted not necessarily sign it off or endorse it, employee education on drug testing, rights and obligations is necessary
- All contractors need to be advised that agency has a 'drug and alcohol policy'

Next meeting

4 July 2012 – Presentations will include: Ausaid - enforceable undertaking, FaHCSIA - implementation of the WHS Act, Comcare – notifiable incidents

Meeting closed 12 noon

Acting Chair

Acting Secretary

Treasurer