



## **MEETING MINUTES**

### **CSMF 22 February 2012**

#### **Introduction**

Peter Clancy, ABC National WHS Advisor and CSMF Executive Member opened the meeting and welcomed all those in attendance.

#### **Attendees**

There were 36 members in attendance, however 48 had advised that they would be attending.

#### **Apologies**

Apologies received from: Barbara Blake, Greg Sebery, Jennifer Mortlock, Mikey Pettitt, Wesley Campbell, David Cotterell, Sue Armitage, Belinda Sims and Sue Allen.

#### **Confirmation of previous minutes**

The last meeting was the annual general meeting at the conference in November 2011. Minute confirmed and available on the internet.

#### **Finance report**

John Smith tabled the current financials. Financial membership is strong and the CSMF has had good sponsorship. The CSMF is in a good financial position and as such John Smith requested approval to purchase a laptop and projector.

By show of hands members supported the purchase of a laptop and projector for the CSMF. John Smith to follow up.

#### **Correspondence**

None.

#### **Other business**

**Conference Feedback:** There were 106 registrations, 3 withdrew and 100 attended. 25 evaluations were received which rated the organisation, value for money, networking opportunities and presentation highly. For future conferences members were interested in topics around psychosocial assessments, bullying, rehab and return to work, research on prolonged sitting at work and SRC Act provisions.

**Out there publication** is available for \$20 for paid financial members or \$40 for non members. Anyone after a copy should contact CSMF or John Smith directly. For those not aware, Out there is a risk management guide on travel and remote work for public servants.

**Website:** [www.csmf.net.au](http://www.csmf.net.au) will be updated. We need to find a central location to store the requests and responses to many of the queries that are received. For financial members this may be on the "members only" section of the internet. For further discussion or bright ideas.

**CSMF Constitution:** Requires review as a result of legislative changes and the need to make it current. A copy is attached in track changes. This will be discussed and voted on at the next meeting.

## **Presentations**

### **Guest Speaker: Brendan Torazzi – Alertforce**

Brendan presented an online learning solution that can be used for WHS training. It is a fast effective way of getting workers up to speed particularly where you cover multiple offices/ sites / locations/ people. It can be hosted by Alertforce so it is flexible and can be updated as needed or you can run it on your own LMS. It can be branded with your departmental name or other links/features. There are over 70 courses available in bite size pieces that have legal sign off and have been peer reviewed. It includes learning outcomes and a quiz for each section. It can generate a system report of who has done what and the outcome. If you are interested in having a trial of the product, please contact Brendan. Details are:

Brendan Torazzi - AlertForce Pty Limited  
ph Switch: 1300 627 246 or Mobile. 0405 176 778

<http://au.linkedin.com/in/brendantorazzi>

<http://alertforce.com.au>

**Guest Speaker: Michael Haby and Clay Boundy, Education – Comcare**

- There is no Project Harmony team anymore. This has now moved into Education that includes the old Learning and Development.  
[education@comcare.gov.au](mailto:education@comcare.gov.au)
- Comcare are still receiving lots of requests to present information sessions to SES on the WHS Act as well as to workers.
- The general online training module has been released and is available from Comcare.
- The managers training module has been tested and should be available in about a month. Further modules will be developed up until 30 June.
- FAQs have been reviewed and updated so go online and check them out.
- Comcare have proposed that a 1 day refresher training be available for HSRs trained under the OHS Act but will not know the outcome of this request before June. If this doesn't get up, the HSRs who need to be retrained will need to attend a 5 day training course before 31 December so that they can fulfil all the duties of a HSR. Remember to use the Comcare approved training providers.
- Fact sheets will be available soon on right of entry and volunteers. There is one to be done on contractors, home based work and teleworkers.
- Bullying is under review and will not be part of the 2<sup>nd</sup> stage codes of practice
- The 2<sup>nd</sup> stage codes of practice will probably be available in the next 2 months. Until a new code comes out the 2008 code will continue to apply.
- No further information in relation to the SRC Act. The section 41 guidelines were due for March release but this is delayed.
- New sessions available on WHS in a day and the re-release of the workers compensation and personnel management training.
- The training calendar is available online.

**Guest Speaker: Merryn Hare ACT Health – Get Healthy**

A copy of the presentation and other materials are attached.

- Its all about the benefits of a healthy workplace
- Increase healthy eating, decrease chronic disease, increase exercise, decrease alcohol
- There is an e-newsletter available. Interested people should pass on their contact details so that they can be included.
- Do what works for your workplace and what your workers need. Look at your profile and risk factors from health assessments or even just by doing an online assessment.
- Resources include Hearthmoves, Quitline, [Find 30](#), Tap into water, [Get Healthy](#), [Go for 2 and 5](#), Swap it.

### **Next meeting**

16 May 2012 – Ideas for speakers, please contact [karen.baldwin@environment.gov.au](mailto:karen.baldwin@environment.gov.au)

Meeting closed 12 noon