



Work Health and Safety Committee – Minutes

Meeting 10 – Wednesday 5 March 2025

- Meeting opened – 3:04 pm
- Meeting closed – 3:24 pm
- Location – Teleconference

Meeting chair

Gai Jansen – A/g Chief People Officer

Attendees

Health & Safety Representative	HSR Chantal D'Argaville Susan Kappel Guy Mosel Kate Sutherland	Dr. Helen Haines MP Hon Peter Dutton MP Senator Alex Antic Senator Penny Allman-Payne Ms Lisa Chesters MP
Other attendees	Joshua Polak Jess Stone	USU CPSU
Invited presenters	Ebony Roach	A/g Director, WHS (PWSS)
Observers	Bonnie Pederson	Senator the Hon Don Farrell
Secretariat	Mila Logan Kurt Tumbagahan	A/g Director, Strategic Unit (PWSS) Strategic Officer, Strategic Unit (PWSS)

Apologies

- Tamsin Anspach – Senator the Hon Penny Wong
- Lisa Banyard – Hon Dr Jim Chalmers MP
- Amie Churchill – Senator Lidia Thorpe
- Leanne Coleman – Hon Kristy McBain MP
- Cathy Heidrich – Hon David Littleproud MP
- Hafiz Jan – Ms Cassandra Fernando MP
- Simon Kelly – Mr Llew O'Brien MP
- Mary Von Marburg – Senator the Hon Michaelia Cash
- Nathalie Rosales-Cheng – Hon Dr Anne Aly MP
- Emma Groube – CPSU
- Rosemary Ryan – CPSU
- Hannah Smith – CPSU
- Sandra Fisher – Director, WHS and Injury Management (PWSS)
- Scott Mischke – Chair, Chief People Officer (PWSS)

Item 1 – Meeting opening

The Chair opened the meeting with an Acknowledgement of Country and thanked members for their attendance.

Apologies were noted from Tamsin Anspach (HSR), Hannah Smith (CPSU), Scott Mischke (Chief People Officer, PWSS), Sandra Fisher (Director, WHS and Injury Management).

The Chair reminded members that WHSC meetings will not be held after the dissolution of the parliament unless by urgent request.

The Chair provided the following updates:

- [Senate Estimates](#) - The PWSS appeared before Senate Estimates on Monday 3 March 2025.
- [Behaviour Codes and Standards](#) – The topic of the Behaviour Codes and Standards was also addressed at Senate Estimates, as reported in the media. The PWSS issued a reminder of the requirement to adhere to the Codes, to ensure respectful and appropriate conduct, foster a positive and productive environment, and a culture of respect and professionalism in all parliamentary activities. Hardcopies of the Codes and Standards have been distributed to offices. Additional copies are available from the PWSS APH suite.
- [Election workload](#) – No suitable candidates were identified from the Parliament of Australia Graduate Program for election surge work. Additional options are being considered to support the HR Advice team with the expected workload increase during the election.

In the last two weeks, there has been a 30% increase in calls received by the HR Advice team. Work has been increasing and is expected to continue throughout the election. The PWSS has managed the increased call volume within service levels, with more calls answered over directions to voicemail.

- [Accommodation](#) – arrangements to accommodate PWSS staff at Parliament House are progressing. The majority of staff are expected to be located at APH by the end of April.

Item 2: WHS Committee Report

Ebony Roach A/g WHS Director presented the WHS Committee Report as follows.

- [Election preparation](#) -The PWSS has developed resources to ensure the safety of both Parliamentarians and employees during the election. Baseline risk register and assessment templates, including an election risk register, electoral risk register and WHS policy risk register, have been created to support a safe working environment. The draft documents have been circulated to WHSC members for comment. The Election guide and Workplace adjustment policy will be sent through in the coming weeks. Feedback can be sent to: WHS@pwss.gov.au.
- [2025 MoP\(S\) flu vaccination program](#) – The [2025 Flu Vaccination program](#) is now open. Vaccinations are available to MoP(s) Act employees through the following options:
 - [Pharmacy vouchers](#) – vouchers can be requested via the [AusVac provider portal](#), for use at over 2000 pharmacies nationwide.
 - [Reimbursement request](#) – reimbursement requests can be submitted by email to whs@pwss.gov.au, or online through the AusVac provider portal.
 - [Onsite APH](#) - onsite vaccinations are available and free for APH building occupants. MoPS staff from other office locations can be vaccinated by paying upfront and requesting a reimbursement from the PWSS.
- [WHS training modules](#) – all online WHS safety training modules are currently under review. The PWSS is looking to utilise Comcare WHS training resources in the interim.

Kate Sutherland (HSR) asked if the agency is still intending to offer First Aid training as an online training program via the PWSS Academy. Ebony Roach (PWSS) confirmed that the agency is progressing delivery of first aid online training through the Red Cross. More information is anticipated to be available by the end of the month on the PWSS Academy and website.

- **Incident reporting** – The CPSU (Jess Stone) noted that the WHS Incident Report did not include a quarterly breakdown of top incident reporting categories. The CPSU asked that a summary of serious incidents reported to the PWSS be provided in future including incidents notified to Comcare.
 - The CPSU requested a summary of incidents reported in the last quarter to be provided with the minutes for Meeting 10.
 - Ebony Roach (PWSS) clarified that incidents reported in the previous quarter, including notifiable incidents, had been captured in the WHS Incident Report as a yearly total. The report was presented in this format on account of fewer incidents reported over the shutdown period. The report will revert to the usual format at the next meeting.

ACTION 1 [20250305/01]: WHS to provide a summary of incident reporting categories for the previous quarter, including incidents notified to Comcare.

Item 3 – Other Business

The following Other Business items were discussed.

- **Resourcing Review** – Guy Mosel (HSR) requested an update on the Resourcing Review. The Chair advised that the Resourcing Review report had been submitted to the Special Minister of State for consideration. No further updates are available at present.
- **WHS Risk registers** – The CPSU (Jess Stone) inquired about the completion of the WHS risk registers. The Chair noted the risk registers are being finalised and the PWSS will work with the WHSC to implement them.
- **Support to QLD offices** - The CPSU (Jess Stone) asked about support provided to QLD electorate offices pending the approaching cyclone. Ebony Roach confirmed that an email had already been sent to offices providing PWSS support details and contact information. The PWSS is also working with MaPs state offices to issue advice and guidance on work from home arrangements. Another email is scheduled to be sent later in the week.

The CPSU highlighted the need to quickly rectify any damage to offices that may occur from the cyclone, referencing previous delays remediating damages to an office caused by a protester event. The Chair stated that timely rectification of damages would be a priority and would seek to confirm this with MaPs.

- The Chair thanked members for their contributions to the 47th Parliament work health and safety committee and wished them all the best in the coming weeks.

Meeting closed 3:24 pm.