

WORK HEALTH AND SAFETY COMMITTEE (WHSC) MEETING 1 – RECORD OF MEETING

Friday, 21 October 2022
GovTEAMS

Meeting opened: 14:00
Meeting closed: 14:30

Meeting Chair: Tim Abrahams – Department of Finance

Attendee	Office
Lisa Banyard*	Hon Dr Jim Chalmers MP
Leanne Coleman*	Hon Kristy McBain MP
Kate Sutherland*	Ms Lisa Chesters MP
Tamsin Anspach*	Senator the Hon Penny Wong
Emily Tyrrell*	Senator the Hon Tim Ayres
Chantal D'Argaville*	Hon Peter Dutton MP
Mary von Marburg*	Senator the Hon Michaelia Cash
Simon Kelly*	Mr Llew O'Brien MP
Emma Garbutt*	Mr Adam Bandt MP
Stella Weston-Smith*	Mr Andrew Wilkie, MP
Deputy HSR	Dr Helen Haines MP
Bryce Wilson	Representing the Australian Service Union (ASU) (Office of David Smith MP)
Emma Groube	Community and Public Sector Union (CPSU)
Bonnie Pederson	Office of the Special Minister of State
Adi Roy Chowdhury	Marsh Emergency Management Services
Emilia Diaz	Marsh
Tim Abrahams	Finance, Chair
Gary Jolly	Finance, Director HR Policy and Assurance
Ellen Laenen	Finance, Senior Policy Officer, representing HR Policy and Assurance
Luke Kostava	Finance, Assistant Director, HR Policy and Assurance (observer)
Simon Bartholomew	Finance (Secretariat)

* Health and Safety Representative

Apologies:

Jordan Piggott (CPSU)

Mick Jones (ASU)

Helen Lewis (Office of the Hon Stuart Robert MP)

Agenda item 1 - Welcome and apologies

- The Chair opened the meeting, noted apologies and provided an update on:
 - Current WHS-related procurement processes, including Work Health and Safety, Employee Assistance Program and Emergency Response Management System
 - Updated guidance on COVID leave arrangements released by the Australian Public Service Commission

Agenda item 2 – New ECG membership

- The Chair provided an explanation of the Committee structure and membership.
- Each of the attendees introduced themselves.

Agenda item 3 – WHSC Terms of Reference – Draft

- Draft Terms of Reference (ToR) were provided to the WHSC ahead of the meeting and introduced by the Chair. The WHSC was asked to consider and provide any comments on the Terms of Reference out of session, to be endorsed at the next meeting.
- Generally two weeks will be allowed for the WHSC consideration of and comment on matters. The Chair noted that there will be significantly more consultation during the term of this WHSC, including out of session.
- In response to a question raised, Finance confirmed that training for HSRs is available via the Comcare module provided with the WHSC invitation. This is the only training currently provided.

ACTION ITEM 1: The WHSC to provide comments on the Draft ToR out of session, in order to finalise at Meeting 2.

Agenda Item 4 – WHS Report Overview

- Adi Roy Chowdhury and Emilia Diaz from Marsh Pty Ltd presented the quarterly WHS report providing an overview of WHS incidents, hazards and activities across parliamentary workplaces for the period ending 30 September 2022.

ACTION ITEM 2: Marsh to liaise with Finance regarding the inclusion of consecutive quarter comparisons in the WHS report.

ACTION ITEM 3: Finance to advise reasoning why sit/stand desks are only available after an on-site ergonomic assessment, and not provided as standard equipment.

Agenda Item 5 – Update on WHS Policies

- The Chair provided an update on two draft WHS Policies, noting consultation to date with the previous WHSC and other stakeholders in the 46th Parliament in their development:
 - Safe and Respectful Workplace Policy
 - Sexual Harassment Policy.

ACTION ITEM 4: Finance to circulate draft policies to the WHSC on Monday, 24 October 2022 for comments within two weeks.

Agenda Item 6 – Other business

- The Chair noted consultants for the Department of Parliamentary Services (DPS), the Strategic Development Group, are seeking to engage with HSRs regarding the establishment of a Parliamentary Health and Wellbeing Service.

ACTION ITEM 5: Finance to advise the WHSC when further information to facilitate engagement is received from DPS.

- The Chair noted the Secretariat for the Joint Select Committee on Parliamentary Standards (JSCPS) has contacted the Department of Finance to seek interest from ECG and WHSC members to participate in private and confidential hearings in early November 2022.

ACTION ITEM 6: Finance to advise the WHSC when further information is provided from the JSCPS.

ACTION ITEM 7: The Chair to advise whether Deputy HSRs may be included in the JSCPS consultation.

- Some concerns were raised by WHSC members regarding the content and delivery of the Safe and Respectful Workplace (SRW) training.
- The Chair noted the feedback and encouraged members to provide detailed feedback out of session. The Chair also agreed to include SRW training as an agenda item at the next meeting.

ACTION ITEM 8: Safe and Respectful Workplace training – agenda item for Meeting 2, to include feedback from training delivery.

ACTION ITEM 9: WHSC members to advise the Chair or the MOPS Training team of any feedback regarding SRW training out of session

Agenda Item 5 – Next meeting

- The Chair advised that a joint meeting with the Employee Consultative Group (ECG) would be held with Kerri Hartland, chair of the Parliamentary Leadership Taskforce, to provide an update on the implementation of the *Set the Standard Report* on Monday, 14 November.

ACTION ITEM 10: Finance to issue calendar place-holder to Committee (week of 24 October 2022)