From: "Samaraweera, Thoshinie" <Thoshinie.Samaraweera@worksafe.act.gov.au>
Sent: 06/06/2024 6:22 AM
To: "#OWHSC, All Staff" <#OWHSCAllStaff@act.gov.au>
Subject: SLT Outcomes - 04 June 2024
Attachments: 2024-06-04 SLT Plus Outcomes.pdf

OFFICIAL

Good morning all,

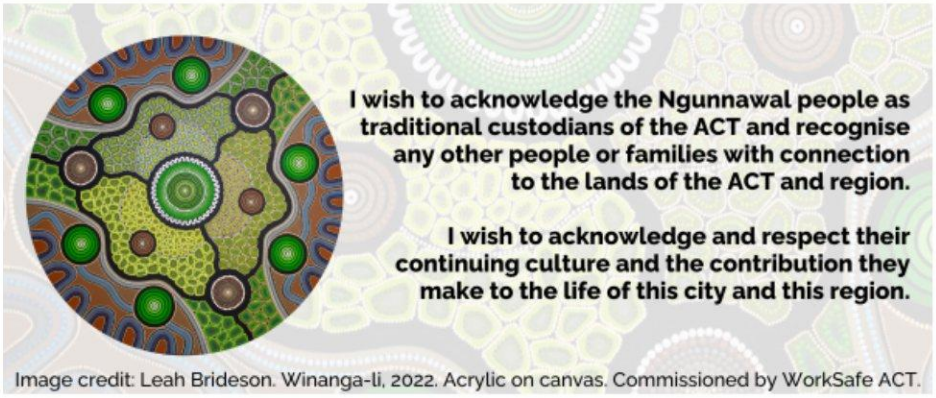
Please find attached SLT plus outcomes from this week's meeting.

As always If you have any queries, please reach out to your SLT member ☺

Thank you.

Kind regards,

Thoshi Samaraweera (she/her)
Executive Assistant to The Commissioner and The Executive Branch Manager
E: thoshinie.samaraweera@worksafe..act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601



WORKSAFE ACT SAFE + HEALTHY WORKPLACES

SENIOR LEADERSHIP TEAM + MEETING
KEY OUTCOMES
04 June 2024

The extended Senior Leadership Team met on 04 June 2024. Amanda Grey chaired the meeting. Matt Davis, Sarah Towers and Duncan Cockburn were apologies and there were no conflicts of interest identified.

1. The **Commissioner**:
    a. was highly appreciative of the engagement team for organising a successful first industry breakfast with the health sector held on 31 May. All attendees were extremely complimentary of the entire event and congratulated WorkSafe ACT.
    b. spoke at the Enhancing Investigation & Enforcement Outcomes conference last week. The audience were extremely engaged with more questions than time allowed. Many territory and interstate regulators connected with the Commissioner after the event. They were impressed with WorkSafe ACT procedures and were interested in how we engage with the DPP in an area where prosecutions of risk are possible.
    c. had a meeting with Sch 2.2(a)(ii) of Assistant Secretary, CFMEU.
    d. had a meeting with Sch 2.2(a)(ii) from Master Builders Association. Michael Hopkins will be finishing this month.
    e. met with Michael Young and Ellen Lukins (WSG) to discuss about human rights and protections for our employees who provide evidence at court. Discussed the statute of limitations in the Workers' Compensation Act and the difficulties the short period creates administratively.
    f. attended to the MBA Earth Awards on Friday night.
    g. held first meeting with Lisa Carmody, new Deputy Director-General, CMTEDD.
2. SLT noted the following key **Planning/Staffing/Corporate matters**:
    a. the ASO6 Web Developer Officer position has been finalised with the successful candidate commencing 24 June for 6 months.
    b. SOGB Legal Policy and Investigations has been advertised.
    c. the draft staff rotation policy for the Compliance and Enforcement Branch will be circulated to the SCC for consultation.
    d. the final round of the graduate programme will commence 26 August until 29 November. Sch 2.2(a)(ii) will undertake her final rotation within the Strategy Team working to Alysha.
    e. an information session is being organised on how to develop selection documentation for recruitment selection panels.
    f. Sch 2.2(a)(ii) commenced on 3 June as our Corporate Support Officer.
    g. an audit on mobile phones has been conducted.
    h. Corporate will put in a stationery order this week and will follow up with ACT property group regarding outstanding work orders.
3. SLT discussed the following Internal WHS matters:
    a. the First Aid risk assessment has been published on the intranet.

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b. there was one RiskMan notification submitted (for an earlier incident but the notification when array in the system).

4. SLT noted the following **Audit & Risk matters:**
    a. the list of outstanding matters from last year's audit includes two items for action, one is testing the business continuity prime disaster recovery plan and addressing a potential conflict of interest in the internal audit charter. These matters are being considered and will be agreed by the Audit and Risk Committee.
    b. the internal audit for the SOPs will be delayed until Sch 2.2(a)(ii)' return to work.
5. SLT noted the following **Government business matters:**
    a. one NPP is ongoing.
6. SLT noted the following **Finance matters:**
    a. the Audit strategy was received from the Audit Office and the key areas of focus for this financial year are license fees and fines, employee benefits and a full consideration of the reporting of our accountability indicators.
    b. the 2024-25 Statement of Intent is progressing well and will be ready for Deputy Commissioner and Commissioner's consideration this week.
7. SLT noted the following **Strategy matters:**
    a. finalising ILO reporting.
    b. preparing the annual report directorate response on Territory records.
    c. preparing consultation plans for the Compliance & Enforcement Policy & the Strategic Plan
8. SLT noted the following **Engagement** matters:
    a. ASO6 (Events and Communications Officer) process has been finalised, Sch 2.2(a)(ii) was successful.
    b. the next industry breakfast will be about the education sector and will be on 26 June. Tickets are available and already 52 tickets have been confirmed.
    c. we are launching the WorkSafe ACT Facebook page shortly and will inform stakeholders.
    d. engagement team members are helping with an Expo.
9. SLT noted the following key **Operational matters:**
    a. 337 WPVs for the month of May.
    b. an infringement notice for failing to notify a sexual assault has been issued to an ACT Government Directorate.
    c. psychosocial inspections will be undertaken across the inspectorate following consideration and triaging by the Psychosocial Team.
10. SLT noted the following **Investigation matters:**
    a. Discussion of current matters including the proposed prosecutions in the Jervis Bay Territory. The Commissioner would welcome the opportunity to discuss with the Commonwealth DPP the particular public interest in that matter.

Other business

Nil.

If you have any questions about any of the issues raised and discussed at SLT+ please talk with your SLT+ Member.

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From: "Samaraweera, Thoshinie" <Thoshinie.Samaraweera@worksafe.act.gov.au>
Sent: 12/06/2024 9:36 AM
To: "#OWHSC, All Staff" <#OWHSCAllStaff@act.gov.au>
Subject: SLT Outcomes - 11 June 2024
Attachments: 2024-06-11 SLT Outcomes.pdf

OFFICIAL

Good morning all,

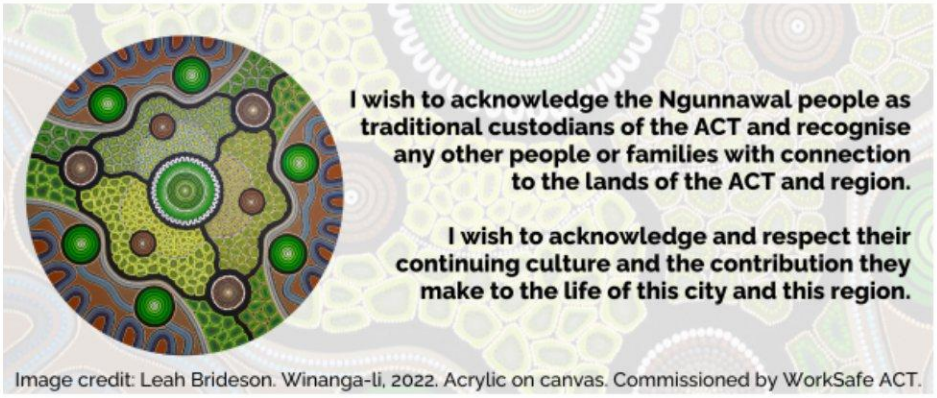
Please find attached SLT outcomes from this week's meeting.

As always If you have any queries, please reach out to your SLT member ☺

Thank you.

Kind regards,

Thoshi Samaraweera (she/her)
Executive Assistant to The Commissioner and The Executive Branch Manager
E: thoshinie.samaraweera@worksafe..act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601
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WORKSAFE ACT SAFE + HEALTHY WORKPLACES

SENIOR LEADERSHIP TEAM MEETING
KEY OUTCOMES
11 June 2024

The Senior Leadership Team met on 11 June 2024. Amanda Grey chaired the meeting. Matt Davis, Robert Alford and Gemma Godwin were apologies and there were no conflicts of interest identified.

1. The **Commissioner**:
   a. met with Sch 2.2(a)(ii)n, new WHS advisor to Minister Gentleman., and
   b. met with Sch 2.2(a)(ii)r from the HIA. He did not raise WHS issues, the main issues surround the ongoing financial stressors on the construction industry.

2. SLT noted the following key **Planning/Staffing/Corporate matters**:
   a. ASO5 Objective Administrator process has not resulted in a successful candidate as both shortlisted applicants withdrew due to accepting job offers elsewhere. As the position is still required, alternative arrangements will be explored
   b. SOGA Legal Policy and Investigations role is to be advertised
   c. SOGB Corporate, Capability & People role shortlisting on Wednesday
   d. SOGB Legal Policy and Investigations advertised 3 June
   e. EOIs for temporary WCO6 Investigator and WCO6 Senior Inspector roles to be advertised
   f. draft Inspectorate Staff Rotation Policy sent to the Staff Consultive Committee (SCC) for initial comment. Comments due 13 June
   g. nominations are now open for the 2025 ACT Public Service Graduate Program. SLT to consider if WorkSafe ACT will nominate to host a graduate in 2025
   h. Respect at Work training has been booked for 24 - 25 July for all staff
   i. inspector inductions are well underway with the current cohort scheduled to finish on 12 July, and
   j. a survey will be undertaken to test staff and manager reaction to the induction training and to make any changes which might be suggested.

3. SLT discussed the following Internal WHS matters:
   a. the WHS Management Plan was sent out to the SCC, HSRs and SLT+ for consultation. Comments and feedback are due by COB Friday, 14 June
   b. the consultation for the risk assessment on work pressures concluded on 7 June
   c. the new Riskman will be launched on 1 July, and
   d. there were no RiskMan notifications submitted.

4. SLT noted the following **Audit & Risk matters:**
   a. the internal Audit Charter has been revised and endorsed by the Audit & Risk Committee members, and
   b. a new section for testing procedures is being added into the Business Continuity and Disaster Recovery Plan in response to the Audit Office's recommendation from last year. The revised plan will be sent to the Audit & Risk Committee for endorsement.

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5. SLT noted the following **Government business matters:**
    a. one FOI is ongoing.

6. SLT noted the following **Finance matters**, the:
    a. 2024-25 Statement of Intent has been submitted to Minister Gentleman for signature
    b. 2023-24 Shell Financial Statements will be sent to the Audit Committee for approval, and
    c. turnaround time for audit queries is 3 working days for this financial year this includes queries on accountability indicators.

7. SLT noted the following **Strategy matters:**
    a. working on the PD for a new ASO6 to replace Sch 2.2(a)(ii). Position will be ready to advertise this week
    b. working on the Compliance & Enforcement Policy & the Strategic Plan this week, and
    c. working on the HWSA briefing for the next meeting.

8. SLT noted the following **Engagement** matters:
    a. the next industry breakfast (Education) will be on 26 June. Tickets are reserved for 115 guests
    b. the WorkSafe ACT Facebook page was launched last Friday and we have 83 followers already. Target is to have 1000 followers within the first month
    c. the first meeting with the successful service provider on the template project was held last week. Good practice examples to be provided to the supplier, and
    d. the ASO6 Web Developer new starter Sch 2.2(a)(ii) is commencing on 24 June.

9. SLT noted the following key **Operational matters:**
    a. working on internal reviews for infringements and prohibition notices
    b. the WFH trial is progressing well
    c. the development of PDPs is progressing well, with discussions on the inclusion of generic matters for all inspectors, and
    d. the intelligence led campaign is marginally scaled back this week due to inspector numbers, proactive operations continue this week for all teams.

10. SLT noted the following **Investigation matters:**
    a. Nil.

Other business

Nil.

If you have any questions about any of the issues raised and discussed at SLT please talk with your SLT Member.

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From: "Samaraweera, Thoshinie" <Thoshinie.Samaraweera@worksafe.act.gov.au>
Sent: 19/06/2024 9:19 AM
To: "#OWHSC, All Staff" <#OWHSCAllStaff@act.gov.au>
Subject: SLT Plus Outcomes - 18 June 2024
Attachments: 2024-06-18 SLT + Outcomes.pdf

OFFICIAL

Good morning all,

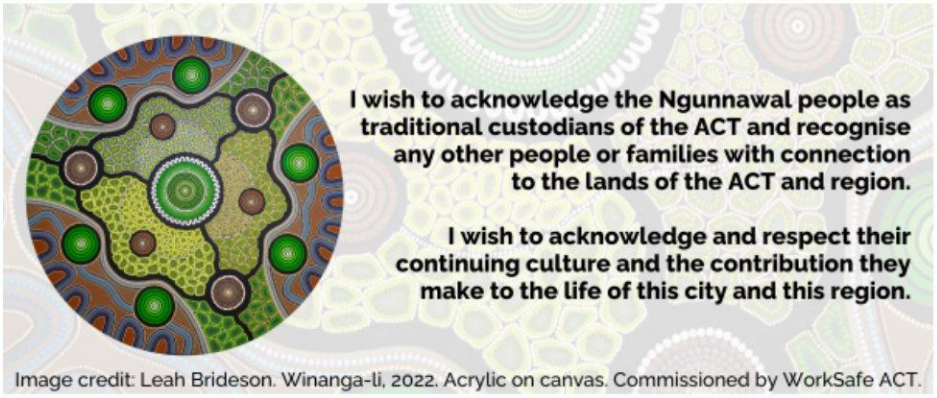
Please find attached SLT plus outcomes from this week's meeting.

As always If you have any queries, please reach out to your SLT plus member ☺

Thank you.

Kind regards,

Thoshi Samaraweera (she/her)
Executive Assistant to The Commissioner and The Executive Branch Manager
E: thoshinie.samaraweera@worksafe..act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601
WORKSAFEACT



WORKSAFE ACT SAFE + HEALTHY WORKPLACES

SENIOR LEADERSHIP TEAM+ MEETING
KEY OUTCOMES
18 June 2024

The Senior Leadership Team+ met on 18 June 2024. Amanda Grey chaired the meeting. Midori Kobayashi, Matt Davis, Robert Alford, Duncan Cockburn, Catherine Matthews and Sarah Towers were apologies and there were no conflicts of interest identified.

1. The **Commissioner**:
    a. met with union leaders and stakeholders last week. Once this series of meetings is complete the Commissioner will circulate high-level outcomes to SLT+
    b. noted the new HR delegations have been signed. The new delegations will be circulated today and there will be a presentation at the next all staff meeting. All those with delegations, generally those with supervisory responsibility, are to familiarise themselves with the delegations to ensure they are being correctly applied
    c. discussed the achievement of the Agency's accountability indicators. The estimated outcome to be published next week as part of the Budget papers shows the Agency is in danger of not meeting most of its indicators. While very disappointing, the estimated result points to issues with processes and communication which must to be addressed
    d. is meeting with the new Chief Police Officer of the ACT Police this week
    e. thanked the Finance and Strategy teams for their hard work completing tasks associated with the Budget and end of year processing
    f. noted the Education Industry Breakfast is next week. The Commissioner congratulated the engagement team on the positive survey results from attendees at the Health Industry Breakfast, with an average rating of 4.8 out of 5, and
    g. noted her planned attendance at the Heads of Workplace Safety Authorities (HWSA) meeting in Darwin next.
2. SLT noted the following key **Planning/Staffing/Corporate and Capability matters**:
    a. WCO6 Senior Investigator role advertised 12 June 2024
    b. SOGA Legal Policy and Investigations role advertised 14 June 2024
    c. WCO5 Inspector selection documentation has been approved by the delegate. Three successful candidates will be offered employment opportunities in General, Psychosocial and Construction
    d. interviews are being held for SOGB Corporate, Capability and People are being held today
    e. shortlisting is underway for the temporary data analyst position
    f. shortlisting has been completed for the SOGC Strategic Coordination position with interviews to be held shortly
    g. shortlisting underway for the SOGB Legal Policy and Investigations with interviews to be held early next week
    h. recruitment selection Chairs are reminded to adhere to the 40-day recruitment KPI. The 40 days commences from the date a position closes
    i. the draft Compliance and Enforcement Rotation Policy to be circulated for all staff consultation tomorrow

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j. SLT+ welcomes the following new starters due to commence over the course of the next few weeks. Please join us in making them all feel welcome.

- Sch 2.2(a)(ii) Digital Officer - Engagement Team (Media & Coms).
- [redacted] r Inspector - Construction
- [redacted] ector - Psychosocial
- [redacted] r Investigator - Investigations
- [redacted] - General
- [redacted] - Psychosocial
- [redacted] - Construction

k. in early March, the Office of Industrial Relations and Workforce Strategy (OIRWS) updated the *ACTPS COVID-19 Leave Policy*. Just a reminder that COVID leave remains available under certain circumstances and there is no intention to remove the leave option at this time.

l. OIRWS proposes to update ACTPS Family and Domestic Violence Toolkit resources allowing an option for employees/managers to handle leave for Family, Domestic or Sexual Violence (FDSV) related purposes locally, without processing it through the One Gov Service Centre

In such situations, managers may sight sensitive information relating to FDSV leave requests but not require formal applications to be submitted. Managers would maintain records of the leave, for example, a file note by sending themselves an email to their work address recording the employee's leave date(s). This option may protect employees in situations where they don't want leave entries to appear on their pay slips, while ensuring records are maintained in line with Fair Work regulations (see Chapter 3, Part 3-6, Division 3 of the regulations and the Fair Work Ombudsman website for more information)

m. a Bill proposing changes to the *Public Sector Management Act 1994* has been tabled in the Legislative Assembly and is available on the ACT Legislation Register. Proposed changes include provisions offering greater flexibility in the recruitment of Visa holders. Further updates will be provided as the matter progresses

n. SLT+ reiterated the importance of ensuring users do not edit documents or forms directly in SharePoint. Please ensure you download the form and save it in a different file location before editing. Any materials edited directly in Sharepoint are automatically saved, and therefore the content becomes viewable to all staff

o. Sch 2.2(a)(ii) has created a temporary pass sign out and sign in register. If staff need to utilise a WorkSafe temp pass, they will now be asked to sign for the pass

p. Staff Consultative Committee (SCC) meetings will now be held quarterly instead of monthly. If you would like to participate as a member of the SCC, please contact Brad Barrett

q. SLT+ reminds all staff that if you feel unwell or have any cold and flu symptoms, please do not attend the office. If you are well enough, please discuss with your manager the possibility of working from home until symptoms subside. If you are too unwell to work, you will need to be on an approved leave type

r. the Diploma of Government Mock Incident on 28 and 29 May and Moot Court on 17 and 18 June were great successes, and

s. another round of Inspector Induction kicked off on 22 May and will conclude 10 July. A survey seeking feedback around the Induction process will be sent to participants and managers soon.

3. SLT+ discussed the following Internal **WHS matters:**

   a. the New risk reporting system due to go live 1 July. This will replace the current Riskman system, and

   b. there were no RiskMan notifications submitted.

4. SLT+ noted the following **Audit & Risk matters:**

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a. in response to previous audit recommendations, HR is amending the WorkSafe Misconduct and Grievance guidelines to incorporate more guidance on the complaints handling process. The new guidelines will include a case study for managers to refer to as a guide when determining whether a complaint should be handled under the ACTPS misconduct procedures. This will be circulated to all staff and the superseded version replaced on SharePoint once finalised.

5. SLT+ noted the following **Government business matters**:
   a. Two FOIs are being finalised.

6. SLT+ noted the following **Finance matters**:
   a. Sch 2.2(a)(ii) tabled the May 2024 Financial Management Report and Dashboard. May saw an increase in financial activities over previous months
   b. the deadline for sending all invoices to be paid in FY2023-24 to APIAS is COB Thursday, 20 June, and
   c. please send through a list of invoices and the amount that relates to the 2023-24 financial year, but you do not expect to receive the invoice this financial year to finance group mailbox before Friday 28 June for accrual during end of financial year processes.

7. SLT+ noted the following **Strategy matters:**
   a. working on the HWSA briefing for the upcoming meeting (next week)
   b. finalising the draft Strategic Plan and C&E Policy, and
   c. working on calculating achievement against the accountability indicators for the Statement of Performance and planning for the annual report.

8. SLT+ noted the following **Engagement matters:**
   a. working with strategy on the annual report this week
   b. national safety work month planning is underway
   c. the next industry breakfast (Education) will be on 26 June, and
   d. the WorkSafe ACT Facebook page was launched, and we have 111 followers at the moment with target of 1000 followers within the first month.

9. SLT+ noted the following key **Operational matters**:
   a. the intelligence led campaign continues today in independent schools, and
   b. implementing the operational plan.

Other business

10. Respect at Work Training is scheduled for 24 and 25 July for all staff. Four sessions will be held over the two days. The sessions will be held in level 5 conference rooms 1 & 2. Details on booking and session times will be released shortly.

If you have any questions about any of the issues raised and discussed at SLT+ please talk with your SLT+ member.

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From: "Samaraweera, Thoshinie" <Thoshinie.Samaraweera@worksafe.act.gov.au>
Sent: 28/06/2024 12:07 PM
To: "#OWHSC, All Staff" <#OWHSCAllStaff@act.gov.au>
Subject: SLT Outcomes - 25 June 2024
Attachments: 2024-06-25 SLT Outcomes.pdf

OFFICIAL

Good afternoon all,

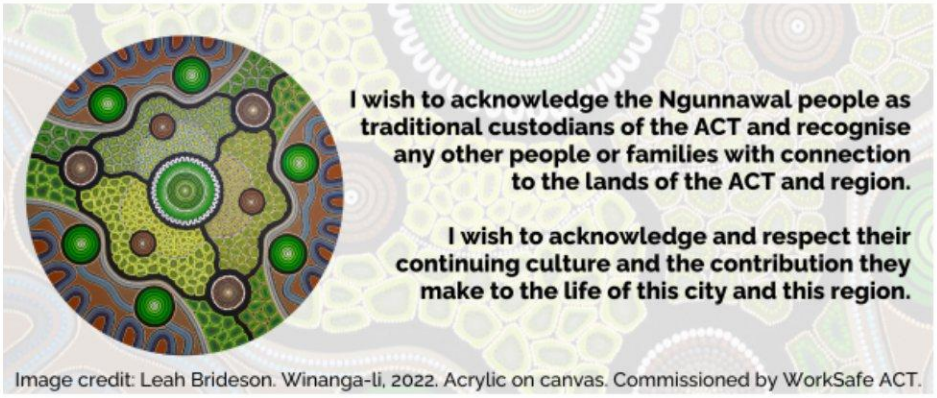
Please find attached SLT outcomes from this week's meeting.

As always If you have any queries, please reach out to your SLT member ☺

Thank you.

Kind regards,

Thoshi Samaraweera (she/her)
Executive Assistant to The Commissioner and The Executive Branch Manager
E: thoshinie.samaraweera@worksafe..act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601
WORKSAFEACT



WORKSAFE ACT SAFE + HEALTHY WORKPLACES

SENIOR LEADERSHIP TEAM MEETING
KEY OUTCOMES
25 June 2024

The Senior Leadership Team met on 25 June 2024. Amanda Grey chaired the meeting. Matt Davis was an apology and there were no conflicts of interest identified.

1. The **Commissioner**:
   a. together with the Deputy WHS Commissioner and Executive Branch Manager met with Minister Gentleman last week. The meeting was positive, with Minister Gentleman offering words of encouragement to keep up the good work
   b. met with the ACT Chief Police Officer (CPO) last week to discuss collaboration opportunities, including secondment for ACT Police officers and joint investigations work. Additional discussions included the possibility of WorkSafe Investigators undertaking training with ACT Policing. The CPO also agreed to a joined up approach to the illegal fireworks used on Greek Orthodox Easter
   c. noted the agency's next four year strategic plan is currently being drafted. The plan will take into consideration changes at the national level which are likely to have an impact on the way WorkSafe ACT works, including the type and volume of notifications we can expect to receive. SLT will hold further discussions regarding how these changes can be accommodated, including how WorkSafe ACT can continue to ensure adequate staffing resources are available to support these changes
   d. with the Engagement Team met yesterday to discuss Safe Work Month, with concepts being discussed. A potential concept of 'Stepping up Safety' is being considered
   e. noted the Education Industry breakfast will be held on 26 June 2024
   f. indicated that an MOU between WorkSafe ACT and Comcare was signed this morning (25 June) for WorkSafe to provide specific regulatory services to Comcare. Big thank you to Sch 2.2(a)(i) who has provided support to the WHS Commissioner. SLT to nominate two inspectors to assist in this matter
   g. noted this Friday is the sentencing date for MME and Platt. The Executive Branch Manager is supporting impacted families and assisting with the preparation of victim impact statements. Sch 2.2(a)(ii) will accompany the family members to court
   h. attended a commercial construction site inspection with the Construction team. WorkSafe issued a total of 24 notices as a result of this WPV. The Commissioner will continue to attend commercial construction inspections with the team when she is available, and
   i. noted the intelligence led visits across the education sector have significantly improved our engagement with this segment of the sector . One college has provided great feedback following their interactions with Inspectors Sch 2.2(a)(ii) .
2. SLT noted the following key **Planning/Staffing/Corporate and Capability matters**:
   a. WCO5 Family liaison and Exhibits (P51693) advertisement went live on 24 June and closes 8 July 2024
   b. ASO6 Strategy Policy Officer (P50369) is expected to be advertised on ACT Government Jobs shortly
   c. WCO6 Senior Inspector EOI (P05757) closed 25 June
   d. ASO6 Data Analyst Shortlisting meeting held 24 June. Interviews to be booked in soon

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e. SOGA Legal Policy and Investigations shortlisting has concluded. Interviews to be booked in soon

f. SOGB Director Corporate, Capability and People selection paperwork is being prepared for delegate sign off

g. SLT is excited to welcome several new starters commencing over the coming two weeks

h. the Compliance and Enforcement Rotation Policy consultation period ended COB Thursday 27 June

i. the HR Team is working with the Engagement Team to develop an online web complaint form for external parties to submit grievances

j. our indigenous artwork has been professionally installed around the office

k. the Corporate Team is working with C&E on fleet matters:

- A new key storage board will be set up soon
- SG fleet provided a walkthrough to Sch 2.2(a)(ii) d on the fleet management system to better track vehicle maintenance and KMs, and
- a checklist and inspection program will be developed for the vehicles.

l. work is happening on the asset registers to bring them up to date

m. a request for an additional power point in the carer's room has been made. A side table will also be purchased

n. a request for the annual Test and Tag has been made, contractors will be attending in the coming weeks (current tags expire on the 26/07/2024). Further information to be provided

o. outstanding property issues following our consolidation on level 5 have again been raised with Property Group, and

p. the mandatory Respect at Work Training is to be held 24 and 25 July.

3. SLT+ discussed the following Internal **WHS matters:**

a. no new RiskMan notifications received

b. the new incident reporting system (ACTPS Safety Portal) is on track to be launched on 1 July

c. the consultation period on the WorkSafe ACT, Work Health and Safety Management Plan (WHSMP) has concluded. The WHSMP has been sent to the Deputy Commissioner for review. A Minute has been prepared for the Commissioner, and

d. the recent risk assessment for 'work pressure' has been published on the intranet following consultation with SOG A, B and Cs. The risk register will be updated accordingly.

4. SLT+ noted the following **Audit & Risk matters:**

a. the WorkSafe ACT Complaints, Misconduct and Grievance Guideline has been amended to incorporate more information on the complaints handling process, including the addition of case studies, following internal audit. Updated guidelines to be circulated to all staff soon once signed off by delegate, and

b. next Audit and Risk Committee meeting scheduled for 16 July.

5. SLT+ noted the following **Government business matters**:

a. one FOI request ongoing

b. one NPP ongoing

c. briefing for budget hearings due to commence in August.

6. SLT+ noted the following **Finance matters:**

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a. the 2024-25 Budget was released on Tuesday. We will receive additional funding for 9.5 FTE for next financial year including 3 non on-going FTE

b. Treasury undertook preliminary work on flex time liability associated with the new Enterprise Agreements. Further work is required to assess whether the liability should be disclosed in the annual financial statements, and

c. Chief Executive Instruction Procedures have been developed for the Commissioner's approval. These procedures will replace the Work Health and Safety Commissioner's Financial instructions once approved.

7. SLT+ noted the following **Strategy matters:**

a. the Strategy Team is commencing work on preparing for the 2023-2024 Annual report. Strategy will reach out to business areas for input soon

b. the Health and Safety Representative toolkit is currently being prepared with a view to launch in October, and

c. consultation will commence in the next few weeks on the new Strategic Plan and Compliance and Enforcement Policy.

8. SLT+ noted the following **Engagement matters:**

a. Education Industry breakfast to be held 26 June 2024. Thank you to all staff who have volunteered to attend

b. National Safe Work Month concepts being considered. All staff to be notified once a theme has been agreed

c. tickets for the construction breakfast in July will be released on Friday. Over 50 people currently on waiting list. Please let Engagement Team know ASAP if you know of anyone who would like to attend, and

d. Corporate Product suite design concepts with Sch 2.2(a)(ii) in preparation for Annual Report and Strategy publications.

9. SLT+ noted the following key **Operational matters:**

Nil

Other business

Nil

If you have any questions about any of the issues raised and discussed at SLT please talk with your SLT member.

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From: "Samaraweera, Thoshinie" <Thoshinie.Samaraweera@worksafe.act.gov.au>
Sent: 04/07/2024 9:49 AM
To: "#OWHSC, All Staff" <#OWHSCAllStaff@act.gov.au>
Subject: SLT Plus Outcomes - 02 July 2024
Attachments: 2024-07-02 SLT Outcomes.pdf

OFFICIAL

Good morning all,

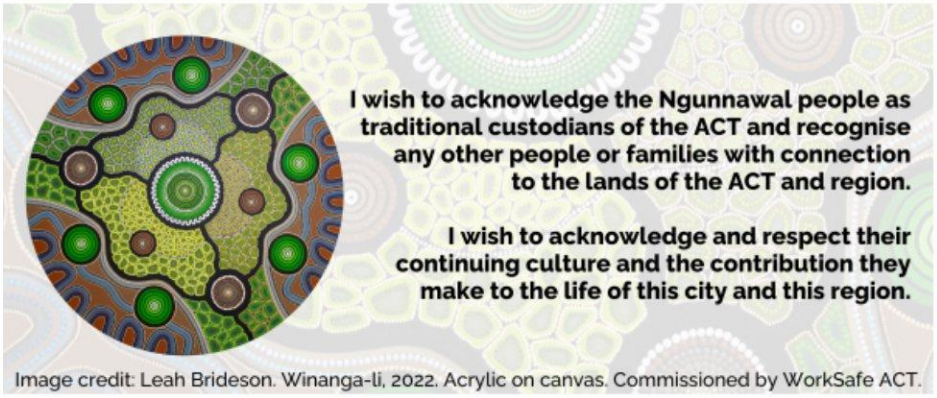
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Thank you.

Kind regards,

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WORKSAFEACT



WORKSAFE ACT SAFE + HEALTHY WORKPLACES

SENIOR LEADERSHIP TEAM PLUS MEETING
KEY OUTCOMES
02 July 2024

The Senior Leadership Team + met on 02 July 2024. Amanda Grey chaired the meeting. Matt Davis, Sarah Towers and Trent Furminger were apologies and there were no conflicts of interest identified.

1. The **Commissioner**:
   a. attended the HWSA meeting in Darwin last week, where:
      - there was a good discussion regarding the number of notifications which regulators might expect to receive if changes at the national level are made and scope creep. SLT+ discussed potential workplace changes and innovative ways of working to address potential notification management
      - members expressed interested in the psychosocial triage workshop being organised for the Community of Practice (CoP). HWSA has agreed that in addition to the CoP member each jurisdiction will send a policy representative, and
      - the Commissioner nominated WorkSafe ACT to lead the 2026 inspectors' forum.
   b. mentioned that the Education Industry Breakfast was another successful event and we are looking forward to receiving the feedback
   c. thanked the Finance team for working hard at the end of the financial year. The Commissioner noted her consideration of new financial instructions and asked SLT+ members to ensure that all teams are provided updates on delegations.
   d. mentioned the all-staff meeting, and
   e. noted the MME and Platt matters and the decision by the Commonwealth DPP to prosecute three entities related to an incident in the Jervis Bay Territory.

2. SLT+ noted the following key **Planning/Staffing/Corporate matters**:
   a. the SOGB Legal policy and Investigation & SOGB People, Capability & Corporate have been approved by the delegate. Offers have been made and we anticipate commencement in later July - early August
   b. the SOGA Legal Policy and Investigations process will be finalised shortly for delegate sign off
   c. an ASO6 Senior Finance Officer role will be advertised mid July 2024
   d. shortlisting for the temporary WCO6 Senior Inspector EOI is underway
   e. the interviews for the temporary ASO6 Data Analyst commenced 2 July
   f. the SOGC Strategic Coordinator has been approved by the delegate. The successful applicant will be commencing in mid-August
   g. the many new starters this week
   h. HR issued a reminder on the importance of ensuring managers are being proactive in making contact with new starters. It is best practice to contact new starters at least one week prior to their commencement and provide them with all the necessary details for

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their first day (where the office is located, who to contact upon arrival, parking options nearby etc). This ensures a good first impression

i. the Corporate team will work towards encrypting all USB devices which are used to store sensitive official data. This is to ensure compliance with ICT Information Security policy and the Protective Security Policy Framework

j. consultation on the Compliance and Enforcement Branch Rotation Policy has now closed. A final version to be circulated to all staff soon

k. HR is working with the Engagement team to develop an online feedback form to be published on the WorkSafe ACT website. The form will be used by external stakeholders and clients to provide feedback, including compliments and complaints regarding interactions or dealings with WorkSafe ACT. This online form will not replace existing processes where a PCBU wishes to dispute a regulatory decision, and

l. ACT property group to install power outlet in the carers room on level 5.

3. SLT+ discussed the following Internal **WHS matters:**

   a. the new ACT Safety Portal is live and a link to the site has been published on SharePoint

   b. there was one RiskMan notification received, and

   c. the WHS Management Plan (WHSMP) has been sent to WHS Commissioner for final endorsement.

4. SLT+ noted the following **Audit & Risk matters:**

   a. the WorkSafe ACT Complaints, Grievance and Misconduct Guidelines have been updated and circulated to all staff. This document has also been published on SharePoint

   b. the Business Continuity Plan (BCP) and Disaster Recovery Plan (DRP) have been cleared by the Audit and Risk Committee. A Minute will now be drafted for the Commissioner's final endorsement of the plans, and

   c. the next Audit and Risk Committee meeting is scheduled for 16 July 2024.

5. SLT+ noted the following **Government business matters**:

   a. one FOI is ongoing.

6. SLT+ noted the following **Finance matters**, the:

   a. Audit Office issued the interim audit management report and no new audit findings were identified during the interim audit

   b. Finance team is finalising the finance section of the 2024-25 budget hearing pack

   c. Finance team has prepared an accounting assessment paper on flex-time liability. Based on the materiality assessment, WorkSafe ACT will not recognise flex time liability in the 2023-24 Financial Statements. The flex time pay outs on termination for the next 12 months will be monitored and the Finance team will revisit the assessment for next financial year, and

   d. Finance team negotiated the timing of working papers submission for the 2023-24 Annual Financial Statements with the ACT Audit Office. Our request for delaying some of the balance sheet working papers has been noted by the Audit Office. However, they advised that there may be a comment in the final audit report regarding the delay. The Commissioner acknowledged this matter and accepted the potential comment from the Audit Office.

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7. SLT+ noted the following **Strategy matters:**
    a. finalising drafts of the updated Strategic Plan and C&E Policy
    b. commenced work on compiling the 2023-24 annual report and accountability indicators, and
    c. Looking to improve our data and analytics capability through additional workers' compensation data and Power BI.
8. SLT+ noted the following **Engagement** matters:
    a. Education Industry Breakfast was held last week
    b. work on the upcoming Construction Industry Breakfast has commenced. Tickets were "sold out" in the first morning after they were released. We are yet to finalise the last panellist
    c. corporate template development has progressed well, to the point where they were presented to AG last week for final refinements
    d. development of the National Safety Work Month theme and communication activities have progressed and will be locked in shortly
    e. we have received positive engagement with The Canberra Times, a meeting is set up for next week
    f. working with Strategy and Finance on the annual report, and
    g. as all staff meetings are key internal communication channels, going forward the Engagement team will organise all future all staff meetings.

9. SLT+ noted the following key **Operational matters**:
    a. attended the ACT Construction Industry Safety Group where discussion centred around mechanisms of injury, WorkSafe ACT's commercial site visits and the requirement to notify work related sexual assaults
    b. three new starters started last week in the construction and general teams
    c. current recruitment is being finalised
    d. five teams are participating in the intelligence led campaign in private schools today with a pause for school holidays and then a resumption next term in public schools
    e. commercial site visit on 4 July
    f. implementation of the engineered stone ban is underway, noting the guidance at both a national and local level
    g. teams are working on ensuring compliance and closing cases, and
    h. engagement with the crane industry on high low lifts planned for 3 July.

10. SLT+ noted that **Investigation matters** were discussed during the Commissioner's update.

Other business

Nil.

If you have any questions about any of the issues raised and discussed at SLT + please talk with your SLT + member.

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From: "Samaraweera, Thoshinie" <Thoshinie.Samaraweera@worksafe.act.gov.au>
Sent: 11/07/2024 4:55 PM
To: "#OWHSC, All Staff" <#OWHSCAllStaff@act.gov.au>
Subject: SLT Outcomes - 09 July 2024
Attachments: 2024-07-09 SLT Outcomes.pdf

OFFICIAL

Good afternoon all,

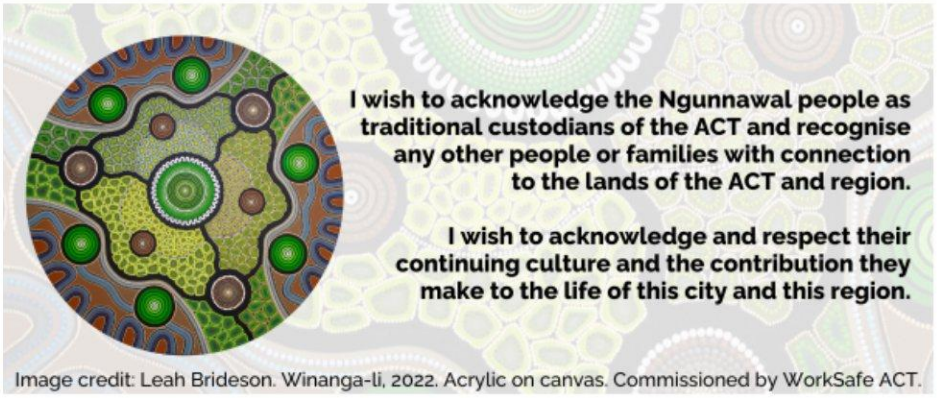
Please find attached SLT outcomes from this week's meeting.

As always If you have any queries, please reach out to your SLT member ☺

Thank you.

Kind regards,

Thoshi Samaraweera (she/her)
Executive Assistant to The Commissioner and The Executive Branch Manager
E: thoshinie.samaraweera@worksafe..act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601
WORKSAFEACT



WORKSAFE ACT SAFE + HEALTHY WORKPLACES

SENIOR LEADERSHIP TEAM MEETING
KEY OUTCOMES
09 July 2024

The Senior Leadership Team met on 09 July 2024. Bill Smith chaired the meeting. There were no apologies and there were no conflicts of interest identified.

1. The **Commissioner**:
   a. has given a big thank you to all staff for their response to the negative media articles about WorkSafe ACT last week. We have had excellent support from Minister and his visit to our agency last week was appreciated. All staff are encouraged to continue our good work during this difficult time
   b. met with CEO of the Canberra Business Chamber, [redacted] last week and he is interested in the material which we are putting together to assist small business understand their WHS obligations
   c. met with Sch 2.2(a)(ii)
   d. had our regular catch up with WSG
   e. is working with the investigation team on a number of briefs of evidence, and
   f. with Amanda Grey and Midori Kobayashi attended the ACTIA strategic review consultation meeting last week regarding a review of its insurance service.

2. SLT discussed a proposed organisational realignment. Following consultation with affected staff and their representatives, broader consultation will be undertaken.
3. SLT noted the following key **Planning/Staffing/Corporate matters**:
   a. Sch 2.2(a)(ii) has been identified as the successful candidate for SOGA Legal Policy and Investigations. We look forward to welcoming [redacted] on 5 August
   b. the successful candidate in SOGB Legal Policy and Investigations role declined the offer. The role will be readvertised as soon as possible
   c. [redacted] was the successful candidate for the SOGB Corporate, Capability and People role. We look forward to welcoming [redacted] on 22 July
   d. Sch 2.2(a)(ii) commenced in Civil, Residential and Commercial Construction on 8 July
   e. the WCO6 inspector EOI has been shortlisted with interviews to be held shortly
   f. Sch 2.2(a)(ii) last day in office was on Friday, 5 July. We wish Sch 2.2(a)(ii) well in his future endeavours
   g. the Compliance and Enforcement Rotation Policy was circulated on Thursday 4 July. A copy of the policy and request form has been published on SharePoint
   h. the Corporate team has made some enquiries with DDTS regarding Encrypting USBs. DDTS strongly advise that all other options should be consider before continuing the use of USBs. The SLT members to assess the following secure information sharing platforms available to ACT Government agencies to see if any of options work for their business area
      - Microsoft One Drive - for sharing within ACT Government

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- Microsoft Outlook (email)
- Collaboration and file sharing comparison
- Microsoft Teams
- Microsoft SharePoint
- Direct sharing via CISCO Webex
- SharePoint extranet for external stakeholders. (Select "Extranet" in the "type of site" field), and
- Objective Connect.

4. SLT discussed the following Internal **WHS matters:**
   a. no new incidents reported via the ACTPS Safety Portal

5. SLT noted the following **Audit & Risk matters:**
   a. the revised Business Continuity Plan and Disaster Recovery Plan have been approved by the Commissioner and provided to the Audit Office for their review and assessment, and
   b. the Audit and Risk Committee meeting will be held on 16 July to discuss the financial performance and operating results for 2024-25 and other businesses.

6. SLT noted the following **Government business matters**:
   a. there are two outstanding replies to Ministerial correspondences in drafting.

7. SLT noted the following **Finance matters**:
   a. the Finance team has been working hard to complete the draft 2024-25 Annual Financial Statements for the Audit and Risk Committee's considerations early next week.

8. SLT noted the following **Strategy matters:**
   a. finalising the new Strategic Plan and C&E Policy, and
   b. preparing the annual report plan outlining the requirements for each team's input.

9. SLT noted the following **Engagement** matters:
   a. journalists The Canberra Times met with the WHS Commissioner and Snr Director to discuss the roles and responsibilities of WorkSafe ACT
   b. the Canberra Times enquired about sexual assault data (story ran Wednesday 10 July)
   c. the Commissioner's NAIDOC week message distributed
   d. Education Industry Breakfast survey results were provided to SLT and discussed
   e. met with Construction Industry breakfast panellist Helen Lingard
   f. meeting on 15 July with [redacted] SWA, Director of Strategic Operations regarding the Vulnerable Workers Industry Breakfast
   g. National Safety Work Month theme and communication activities have been approved and distributed
   h. the corporate visual product presentation has been approved and distributed
   i. working with Strategy on the design of the annual report, and
   j. Comms team send social media update proposals every Thursday for the Commissioner's approval. Once approved, a high level snapshot of the schedule will be distributed to SLT

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10. SLT noted the following key **Operational matters**:

    a. the intelligence led campaign in private schools finished last week and resumption next term in public schools in August

    b. with the engineered stone ban Sch 2.2(a)(ii) working on training for inspectors and specific stones research. Around 150 containers have gone back to China after the ban, and

    c. Sch 2.2(a)(ii) working on the next 6 months operational plan.

11. SLT noted that **Investigation matters** were discussed during the Commissioner's update.

Other business

12. The plan for the preparation of the annual report was discussed and agreed.

If you have any questions about any of the issues raised and discussed at SLT please talk with your SLT member.

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From: "Samaraweera, Thoshinie" <Thoshinie.Samaraweera@worksafe.act.gov.au>
Sent: 24/07/2024 12:32 PM
To: "#OWHSC, All Staff" <#OWHSCAllStaff@act.gov.au>
Subject: SLT Outcomes - 23 July 2024
Attachments: 2024-07-23 SLT Outcomes.pdf

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Good afternoon all,

Please find attached SLT outcomes from this week's meeting.

As always If you have any queries, please reach out to your SLT member ☺

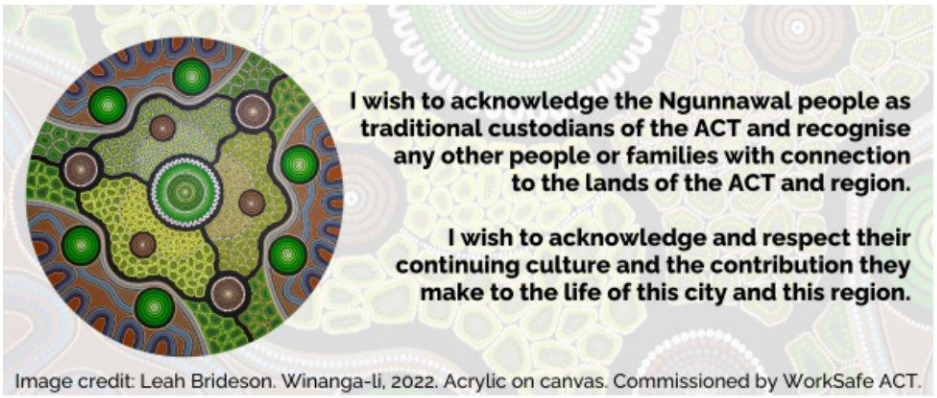
Thank you.

Kind regards,

Thoshi Samaraweera (she/her)
Executive Assistant to The Commissioner and The Executive Branch Manager
E: thoshinie.samaraweera@worksafe..act.gov.au
Office of the Work Health and Safety Commissioner

WORKSAFEACT

GPO Box 158 Canberra ACT 2601



WORKSAFE ACT SAFE + HEALTHY WORKPLACES

SENIOR LEADERSHIP TEAM MEETING
KEY OUTCOMES
23 July 2024

The Senior Leadership Team met on 23 July 2024. Bill Smith chaired the meeting. Jacqueline Agius was an apology and there were no conflicts of interest identified.

1. Amanda Grey (**A/g WHS Commissioner**) provided the following update:
   a. acknowledged the challenges stemming from recent media reports and reiterated SLT's unwavering support of staff
   b. met with Work Safety Group (CMTEDD) regarding budget estimates hearing next week
   c. noted that the construction industry breakfast will be held on Tuesday 30 July, and
   d. noted the WorkSafe ACT federal court mediation is ongoing.
2. SLT noted that following consultation with affected staff the following changes will occur on 24 July 2024:
   a. Vulnerable Worker inspectors Sch 2.2(a)(ii) and Senior Education Officer Sch 2.2(a)(ii) will move into the General Inspectorate Team, and
   b. Sch 2.2(a)(ii) will move to work with Sch 2.2(a)(ii) in Compliance and Enforcement Operations.
3. SLT noted the following key **Planning/Staffing/Corporate matters**:
   a. Sch 2.2(a)(ii) is returning to WorkSafe ACT on 29 July
   b. the ASO6 Senior Finance Officer position closes on 1 August
   c. the SOGB Director, Legal Policy and Investigations position closes on 29 July
   d. the WCO5 Exhibits Officer position closes on 6 August
   e. the ASO6 Strategy Policy Officer interviews will be held on 24 July
   f. Sch 2.2(a)(ii) is welcomed to WorkSafe ACT as Director, Corporate, Capability and People
   g. the successful candidate from the ASO 6 Data Analyst temporary process declined the offer
   h. shortlisting has been finalised for the WCO6 Inspector expression of interest process
   i. Sch 2.2(a)(ii) last day is on 23 July
   j. Sch 2.2(a)(ii) last day in office will be 2 August 2024. Backfilling for an ASO6 Legal Policy Officer has commenced, and
   k. the Capability team has been developing online induction training and it will be available on HRIMS after review.
4. SLT discussed the following Internal **WHS matters:**
   a. two new incidents were reported via the ACTPS Safety Portal
   b. the workgroup's Health and Safety Representative has emailed Amanda, Bill and Midori to advise of concerns raised at last week's HSR arranged meetings. A response, including actions taken and proposed actions, will be provided in a timely manner as per the HSR's request.
5. SLT noted the following **Audit & Risk matters:**
   a. the Audit and Risk Committee met on 16 July and results of the most recent internal audit on Financial Processes and Controls were tabled. The 2023-24 Financial Statements and Management Discussion and Analysis were approved.

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6. SLT noted the following **Government business matters**:
    a. one Ministerial correspondence is ongoing and,
    b. two FOI requests have been received and are progressing.
7. SLT noted the following **Finance matters**:
    a. the 2023-24 Financial Statements were submitted to the Audit Office on 17 July
    b. the Management Discussion and Analysis will be submitted on 24 July
    c. the Finance team is busy working on the auditor's requests, and
    d. there are 22 WHS and 15 WC infringement notices being paid by instalment on payment plans.
8. SLT noted the following **Strategy matters:**
    a. annual report content from teams must be is approved by SOGAs by this Friday for Strategy to progress drafting
    b. workers' compensation insurer/self-insurer protocol being reviewed to respond to Work Safety Group
    c. finalising the Strategic Plan and Compliance & Enforcement Policy
    d. the data team is working on reporting against the Agency's Accountability Indicators, and
    e. the strategy team is working on briefing for budget estimates hearing.
9. SLT noted the following **Engagement** matters:
    a. the team will provide the new templates to staff in phase one of the template project. Phase 2 will include review and feedback, training and any further new templates required
    b. the team is finalising arrangements for the Construction Industry Breakfast including the preparation of a media release
    c. the team is preparing a media release to support the sentencing of TCCS on 24 July, and
    d. finalising annual report content.
10. SLT noted the following key **Operational matters**:
    a. mostly have been working on staff wellbeing over the last week with a move to "reactive only" last week to allow inspectors to get on top of notices and other paper work, and
    b. working to implement a check list for daily visits with the next operational plan (to be discussed at Grill Bill 26 July).
11. SLT noted that **Investigation matters**:
    a. TCCS sentencing on 24 July, and
    b. Sch 2.2(a)(ii) commencing in the investigation team on 24 July following the recent investigation team expression of interest.

Other business

Nil.

If you have any questions about any of the issues raised and discussed at SLT please talk with your SLT member.

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From: "Craig, Andrew" <Andrew.Craig@worksafe.act.gov.au>
Sent: 31/07/2024 4:16 PM
To: "#OWHSC, All Staff" <#OWHSCAllStaff@act.gov.au>
Subject: SLT+ Meeting - Outcomes (30 July 2024)
Attachments: SLT Outcomes - 30 July 2024.pdf

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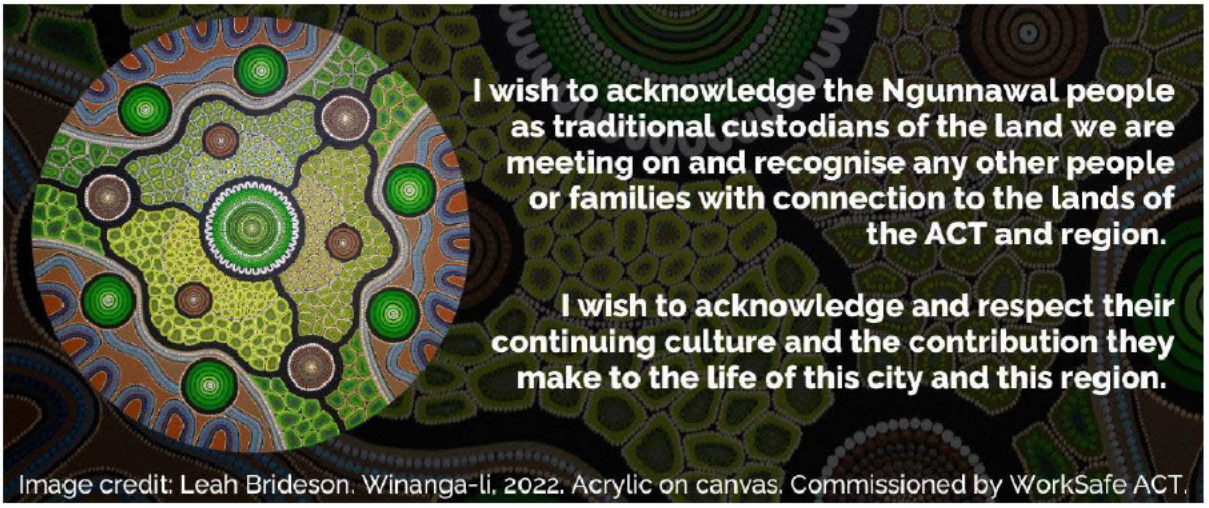
Dear All

Please find attached the minutes from yesterday's SLT+ meeting. If you have any queries, please discuss with your SLT+ member.

Regards

Andrew

Andrew Craig | Executive Officer to the WHS Commissioner
Mobile: Sch 2.2(a)(ii) Email: andrew.craig@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601 | www.worksafe.act.gov.au



WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

SLT +

30/07/2024

Location: Level 5, Nara Centre (MR5)

Attendees

- Amanda Grey
- Bill Smith (Chair)
- Midori Kobayashi
- Matt Davis
- Bob Alford
- Gemma Godwin
- Franck Cachia
- Cath Matthews
- Ray Ren
- Duncan Cockburn
- Crystal Wang
- Andrew Craig

Apologies

- Jacqueline Agius
- Sarah Towers
- Kris Johnston

Admin

- Bill opened the meeting by welcoming everyone and giving the acknowledgement.
- There were no conflicts of interest identified.
- The actions arising were addressed as follows:
  - Inspector Forum 2026 – Strategy is meeting with SafeWork SA this week to provide information to assist with organising the 2026 Inspectors Forum (matter closed).
  - Workers' compensation policy – the two childcare centres in Gungahlin which have attracted regulatory attention from other regulators have workers' compensation policies and are different entities to the childcare centre which has been subject to a workers' compensation audit recently (matter closed).
  - Portable devices – the options paper regarding portable devices is due on 6 August (matter ongoing).

Deputy Commissioner's Update

- The industry breakfast (construction) was held today and was a great success in terms of attendance and interaction. The attendance was significantly higher than the other breakfasts held to date so a possible option for 2025 might be to hold three breakfasts for construction – residential, commercial and civil. There may also be the opportunity to partner with other relevant organisations to improve reach.
- The briefing pack is currently being finalised for the budget estimates hearing to be held this Friday.
- The updated WHS and workers' compensation appointments and delegations have been signed.
- Work on the 2023-24 WorkSafe ACT Annual Report is continuing.

Corporate matters including staff movements

- The Workforce Report and Planning document was discussed including progress with current recruitment. SLT+ noted that Sch 2.2(a)(ii)s last day with WorkSafe ACT will be 9 August to take up

WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

another public sector role and Sch 2.2(a)(ii) last day will be 6 August to take up an opportunity in the private sector. Both Sch 2.2(a)(ii) were thanked for their contribution to the agency and SLT+ wishes them well.

- Sch 2.2(a)(ii) will commence with the agency on 5 August as the Senior Director, Legal Policy and Investigations.
- The HR Team has requested that all paperwork to update reporting lines be provided at least two weeks prior to when the move is required and that this be copied to the Systems Team.
- The electrical equipment on Level 5 has been tested and tagged.
- Additional workstations have been ordered for Level 5. These will be located near the Commissioner's office and the kitchen.
- With Sch 2.2(a)(ii) arrival as the Commissioner's Executive Officer, staff are asked to send all documents for the Commissioner's attention to Andrew.craig@worksafe.act.gov.au.
- [redacted] has left the Commissioner's office and has moved across to join the Corporate Team.
- Sch 2.2(a)(ii) will be moving from the Corporate Team to the Compliance and Enforcement Branch in approximately two weeks.
- Everyone was reminded to submit all requests for training to worksafeacttraining@worksafe.act.gov.au.
- Sch 2.2(a)(ii) has a product owner review on Friday for the Salesforce inspector module. If agreed it will be the last piece to move into SIT (the testing environment). Inspectors will be asked to volunteer to be involved in testing.
- There are a number of active requests including an International Labor Organisation (ILO) request and three FOI requests.

Internal WHS

- There were no WHS incidents reported this week.

Finance Matters

- A number of audit requests have been received from the ACT Audit Office concerning the 2023-24 financial statements.

Engagement matters

- The WorkSafe ACT Media and Comms Update for June 2024 was tabled and discussed and is attached for the information of all staff. The feedback statistics on a wide range of issues such as the silica dust safety alert and construction breakfasts were positive.
- Planning is underway for Safe Work Month in October 2024.

Strategy matters

- A great deal of work has been done on the strategic plan, compliance and enforcement policy and annual report as well as preparation for the upcoming budget estimates.

Operational matters

- A number of investigations are on foot with a number of court matters listed in early August.
- The Psychosocial Team is dealing with some complex issues.
- The peak licence renewal period is approaching for the LHL Team – Sch 2.2(a)(ii) are discussing options to manage the workload of the team during this period.

Meeting closed at 10.45am

Minutes taken by Sch 2.2(a)(ii)

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From: "Craig, Andrew" <Andrew.Craig@worksafe.act.gov.au>
Sent: 08/08/2024 11:54 AM
To: "#OWHSC, All Staff" <#OWHSCAllStaff@act.gov.au>
Subject: SLT Minutes - 6 August 2024
Attachments: SLT Outcomes - 6 August 2024.pdf

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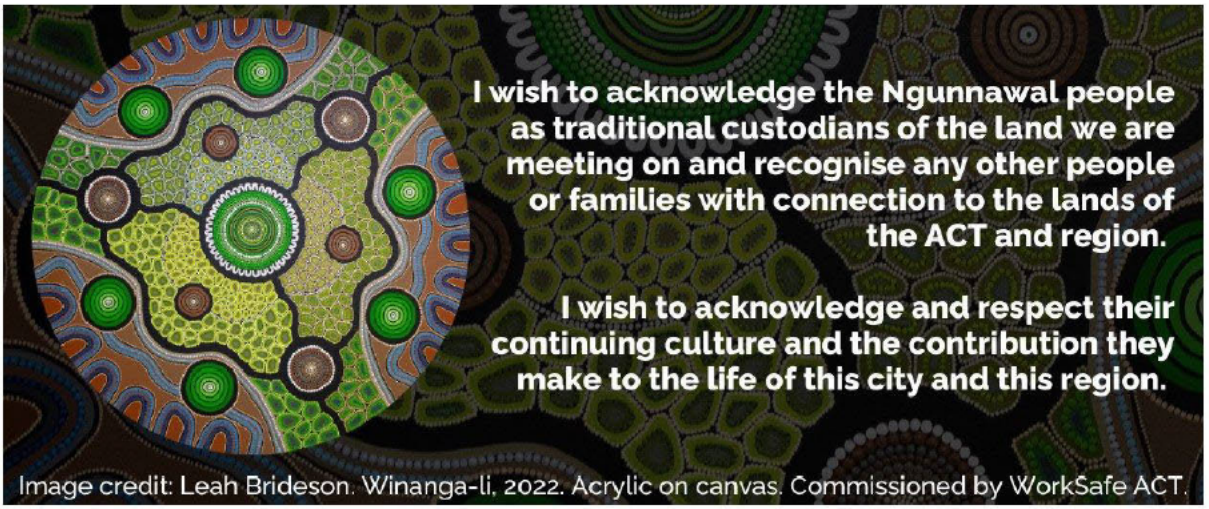
Dear All

Please find attached the minutes from the SLT meeting held on 6 August 2024. If you have any queries about the minutes, please raise them with your SLT member.

Regards

Andrew

Andrew Craig | Executive Officer to the WHS Commissioner
Mobile: Sch 2.2(a)(ii) Email: andrew.craig@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601 | www.worksafe.act.gov.au



WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

SLT

6/08/2024

Location: Level 5, Nara Centre (MR5)

Attendees

- Amanda Grey (Chair)
- Jacqueline Agius
- Bill Smith
- Midori Kobayashi
- Matt Davis
- Bob Alford (via teams)
- Gemma Godwin
- Frank Cachia
- Joel Hiscox
- Andrew Craig

Apologies

- Nil

Admin

- Amanda opened the meeting by welcoming everyone and giving the acknowledgement.
- There were no conflicts of interest identified.
- The actions arising were addressed as follows:
  - Portable devices – the options paper regarding portable devices was held over until the SLT+ meeting on 13 August.

Commissioner's Update

- The Commissioner thanked everyone for their work and ongoing support and welcomed [redacted] to the agency as the Senior Director, Legal Policy and Investigations Team. The team has been investigating a number of matters which will be heard in the ACT Industrial Court this week, a great result.
- The Construction Industry Breakfast held last week was an extremely well organised event with great attendance and stakeholder engagement. The next breakfast will be held on 27 August and will cover the hospitality and retail sectors.
- The Budget Estimates Hearing was held last Friday and there has been positive feedback on the Agency's performance.

Corporate matters including staff movements

- The Workforce Report and Planning document was discussed noting that the ASO6 Legal Policy Officer was advertised on 30 July; there were 8 applications for the SOGB, Legal Policy role; and 25 applications for the ASO6, Senior Finance Officer position.
- SLT noted that Sch 2.2(a)(ii) is undertaking a temporary transfer with the ACT Law Courts from 7 August, Sch 2.2(a)(ii) transfer to CSD has been extended to 31 October and Sch 2.2(a)(ii) will be on temporary transfer with TCCS from 12 August until January 2025.
- The HR Team has commenced drafting a WorkSafe ACT Disability Action Plan to be completed within the 2024-25 financial year.
- The Capability Team is working to improve the WHS induction training and is planning to provide three days training per week in a four-week period once the contents of the current training are reviewed. The next inspector induction will commence on 26 August subject to the operational schedule.

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WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

- There will be training sessions on managing difficult conversations organised in mid-August.
- The lease for one of the Mitsubishi Outlanders will expire in October and be replaced by an electric vehicle.
- SalesForce Phase 3 will go live on 19 September.
- The Systems Team is working on records compliance and the Objective structure and access with a view to providing Objective training to staff.

Internal WHS

- There were no WHS incidents reported this week.

Finance Matters

- The Finance Team is currently responding to the ACT Audit Office's queries on the 2023-24 financial statements.
- The team met with ACT Treasury to seek its view on the accounting treatment for application fees relating to Labour Hire Licences.

Engagement matters

- There have been 31 feedback responses from last week's Construction breakfast with some recommendations for improving future events.
- The next industry breakfast is to be held on 27 August and focus on hospitality and retail. The speakers/panellists include the WHS Commissioner, James Benson, Head of Supermarket Safety, Coles and Amy Sydney, Special Counsel Leading the Employment Team, MV Law.
- A media release has been prepared for the three sentences being handed down on 7 August in the Industrial Court.
- Work is underway for planning National Safe Work Month in October particularly around the 'Day in the Life of an Inspector' videos.

Strategy matters

- There have been a higher volume than usual of Freedom of Information requests recently.
- The work on the 2023-24 WorkSafe ACT Annual Report and Statement of Performance against the accountability indicators is progressing well.
- The HWSA Psychological Health Community of Practice meeting and triaging workshop will be held in Canberra on 19 August.

Operational matters

- The collaboration on work across the teams in the inspectorate has been extremely productive and positive which is leading to strong peer skill building.
- A number of investigations are progressing with court matters listed in early August.
- The WHS Commissioner is presenting on risk managing WHS matters and psychosocial hazards at the JACS Joint Executive Committee meeting in September.

Meeting closed at 11.15am

Minutes taken by Sch 2.2(a)(ii)

SENSITIVE: NOT FOR DISTRIBUTION

From: "Craig, Andrew" <Andrew.Craig@worksafe.act.gov.au>
Sent: 15/08/2024 4:04 PM
To: "#OWHSC, All Staff" <#OWHSCAllStaff@act.gov.au>
Subject: SLT+ outcomes - 13 August 2024
Attachments: SLT+ Outcomes - 13 August 2024.pdf

OFFICIAL

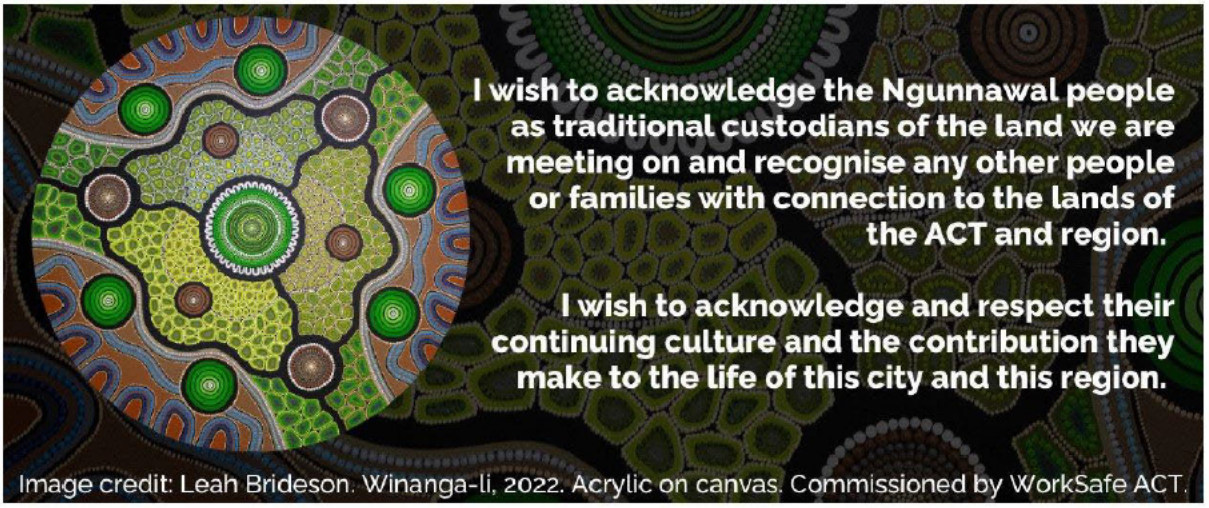
Dear All

Please find attached the outcomes from the SLT+ meeting held on 13 August. If you have any queries regarding the minutes, please discuss with your SLT+ representative in the first instance.

Regards

Andrew

Andrew Craig | Executive Officer to the WHS Commissioner
Mobile: Sch 2.2(a)(ii) | Email: andrew.craig@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601 | www.worksafe.act.gov.au



WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

SLT +

13/08/2024

Location: Level 5, Nara Centre (MR5)

Attendees

- Bill Smith (Chair)
- Amanda Grey
- Jacqui Agius
- Midori Kobayashi
- Matt Davis
- Bob Alford
- Gemma Godwin
- Frank Cachia
- Joel Hiscox
- Kris Johnston
- Duncan Cockburn
- Crystal Wang
- Ray Ren
- Andrew Craig

Apologies

- Cath Matthews
- Sarah Towers
- Lydia Somerville

Admin

- Bill opened the meeting by welcoming everyone and giving the acknowledgement,
- There were no conflicts of interest identified.
- The actions arising were addressed as follows:
  - Portable devices – the options paper regarding portable devices was discussed and it was agreed to minimise the use of encrypted USBs, using other options where possible like drop boxes.

Commissioner's Update

- The Commissioner spoke about the sentencings and significant fines handed down in the matters heard last week - these will set a precedent for future matters. She also noted the current 30 investigations (approx.) in train and thanked everyone for their work and ongoing support.
- The meeting with the Minister, held just before SLT+, was positive and discussed the current work being undertaken across the Agency.
- The Caretaker Period commences at 12.00am on 13 September 2024 – it was noted that an email from the Head of Service was sent to all staff regarding caretaker conventions on 7 August 2024.
- Sch 2.2(a)(ii) is taking some personal leave to deal with Sch 2.2(a)(ii) t[redacted], [redacted] will be acting as Deputy WHS Commissioner and [redacted] as EBM, Corporate while Sch 2.2(a)(ii) is away. Everyone wished Sch 2.2(a)(ii) well with her recovery.

Corporate matters including staff movements, capability, systems and government business

- The Workforce Report and Planning document was discussed noting the following –
  - Sch 2.2(a)(ii) starts with Strategy on 19 August;

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WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

- as a result of the recent WCO 6 EOI: Sch 2.2(a)(ii) (Psy), Sch 2.2(a)(ii) (CIT), and Sch 2.2(a)(ii) 's (CIT) were successful. This will commence on 22 August for a period of six months.
- [redacted] was successful in the ASO6 role in Strategy.
- there were four applications received for the WCO5, Exhibits Officer role, and
- Sch 2.2(a)(ii) is moving across to the Compliance and Enforcement Branch this week.

- The survey to inform the WorkSafe ACT Disability Action Plan has been circulated to all staff.
- Work on the WorkSafe ACT Reconciliation Action Plan has recommenced.
- The loading zone permits for the WorkSafe ACT fleet vehicles will be phased as they expire.
- The delivery of a fully electric Kia EV6, to replace one of the older Mitsubishi Outlanders, took place on Tuesday.
- There will some modifications made to the Mud Room on B1 to better accommodate PPE lockers and storage.
- The next inspector training will commence on 26 August (running for four weeks) and de-escalation training is being planned.
- Everyone was reminded of the importance of completing mandatory training on LMS with only a 25% completion rate so far.
- [redacted] gave a presentation on the great work he has done putting together the online training on 'Welcome to WorkSafe ACT'. The training is informative and interactive, pulling together a great deal of information.
- The results from the recent respect at work training were discussed with comments around opportunities for acting and movement across the agency noted.
- Everyone was reminded to check for existing PCBU folders before creating new ones.
- There have been a number of FOIs recently which have all been addressed.

Internal WHS

- There was one WHS incident reported this week.

Finance Matters

- The Finance Team is currently responding to the ACT Audit Office's queries on the 2023-24 financial statements.

Engagement matters

- The feedback from the recent breakfast was discussed and this was generally extremely positive.
- The Communications Refence Group hosted by Safe Work Australia was attended and there was discussion around silica and National Safe Work Month. The theme this year is 'stepping up for safety' and will feature 'Day in the Life of an Inspector' videos starring Heather (Locklear), Dani (Minogue) and Kris (Kristofferson).
- The next industry breakfast will be held on 28 August and the theme is hospitality and retail.

Strategy matters

- The work on the 2023-24 WorkSafe ACT Annual Report and accountability indicators is progressing well.
- The HWSA Psychological Health Community of Practice is set down for 19 August.

Operational matters

- There is a great deal of work being done across the teams with a number of investigations in train.

Meeting closed at 11.15am

Minutes taken by Sch 2.2(a)(ii)

SENSITIVE: NOT FOR DISTRIBUTION

From: "Craig, Andrew" <Andrew.Craig@worksafe.act.gov.au>
Sent: 22/08/2024 5:30 PM
To: "#OWHSC, All Staff" <#OWHSCAllStaff@act.gov.au>
Subject: SLT minutes - 20 August 2024
Attachments: SLT Outcomes - 20 August 2024.pdf

OFFICIAL

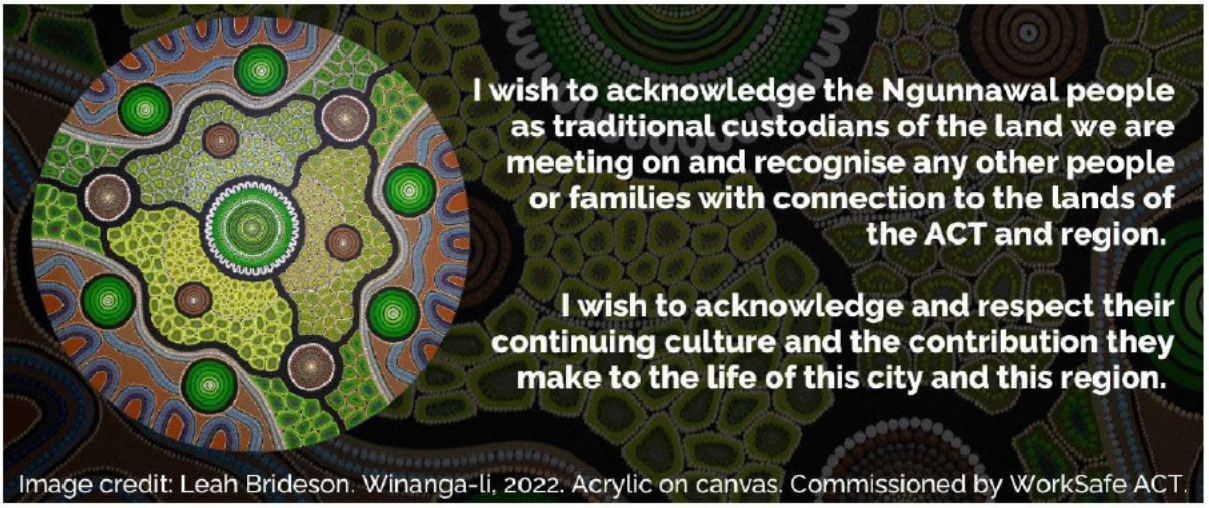
Dear All

Please find attached the minutes from the SLT meeting held on 20 August 2024. If you have any queries, please raise them with your SLT member in the first instance.

Regards

Andrew

Andrew Craig | Executive Officer to the WHS Commissioner
Mobile: Sch 2.2(a)(ii) Email: andrew.craig@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601 | www.worksafe.act.gov.au



WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

SLT

20/08/2024

Location: Level 5, Nara Centre (MR5)

Attendees

- Bill Smith (Chair)
- Jacqui Agius
- Midori Kobayashi
- Matt Davis
- Bob Alford
- Gemma Godwin
- Frank Cachia
- Joel Hiscox
- Andrew Craig

Apologies

- Nil

Admin

- Bill opened the meeting by welcoming everyone and giving the acknowledgement.
- There were no conflicts of interest identified.
- The actions arising were addressed as follows:
  - feedback on the e-learning module 'Welcome to WorkSafe ACT' to be provided by SLT+ ASAP.

Commissioner's Update

- The Commissioner spoke about the HWSA Psychological Health Community of Practice held on 19 August. WorkSafe ACT's regulatory approach for psychosocial matters is to determine if safe systems of work are in place. This appears to vary from other jurisdictions who work to determine whether an incident has occurred (e.g. if bullying has occurred).
- The Commissioner met with the Executive Director HIA, Sch 2.2(a)(ii) and had a constructive discussion about the success of the recent industry breakfast and the feedback from his members.
- The Commissioner provided an update on Sch 2.2(a)(ii) saying she is in good spirits and very appreciative of the support of her WorkSafe ACT colleagues.

Corporate matters including staff movements

- The Workforce Report and Planning document was discussed noting that Sch 2.2(commenced in the Strategy Team on Monday and [redacted] was coming to work in the Construction Team from Thursday.
- There are a number of jobs currently active including the SOGC in Corporate Capability and People and the ASO6, Corporate Support and Procurement Officer.
- In terms of fleet vehicle 217005 has been replaced with a Kia EV6 and two of the other Mitsubishi Outlanders, 2317004 and 217003 will be replaced in September and October 2024 respectively.
- The asset register has been updated as a result of the recent asset stocktake.
- There will be some alterations made to the Mud Room on B1 to allow better use of the space.
- A number of training courses are coming up from late August to early October including de-escalation training and having difficult conversations. It was also noted that only 45% of staff have completed the mandatory online training through the Learning management System so please work through this if you haven't already.

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WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

- The work on developing the WorkSafe ACT Reconciliation Action Plan has commenced and nominations of interest to be on thew working group for this important and exciting project will be sought soon.
- SalesForce Phase 3 will go live on 19 September after a user testing period.
- A meeting of the WorkSafe ACT Staff Consultative Committee is being held on Wednesday 21 August.
- A meeting of the WorkSafe ACT Audit and Risk Committee will be held on 29 August to discuss enterprise risks to the agency as well as the ACT Protective Security Framework.

Internal WHS

- There were no WHS incidents reported this week.

Finance Matters

- The Finance Team is currently responding to the ACT Audit Office's queries on the 2023-24 financial statements.

Engagement matters

- There is a great deal of interest in the next industry breakfast to be held on 27 August focussing on hospitality and retail.
- Noting that consultation is currently underway on a risk assessment regarding "unpredictable complaints", SLT discussed a process on how to handle anonymous complaints made specifically about WorkSafe ACT (from both internal and external complainants). This discussion was informed by feedback from staff on how best to handle the situation. Suggestions SLT will be looking at going forward are:
    - developing guidance for how we will deal with anonymous complaints to publish on our webpage
    - adding text to the smart form around the nature of complaints, and
    - redirecting smart form complaints to the Engagement team in the short term so they can triage.

  Note: additional work is needed on each of the above and consultation will occur as needed.
- The filming for the 'Day in the Life of an Inspector' videos will commence soon.

Strategy matters

- Work on the 2023-24 WorkSafe ACT Annual Report/accountability indicators is progressing well.

Operational matters

- The Agency has gone to market for a service provider to provide assurance on asbestos awareness and HSR training. A Request for Quote has been sent to multiple suppliers.
- There have been issues with the investigators booking meeting rooms and being double booked. A dedicated interview room/s will be established in the Nara Centre in the near future to fix this problem.
- The Exhibits Room is currently being cleaned up to ensure it is practical and functional.
- A number of SOPs have been developed after consultation with staff and these will be uploaded to Sharepoint in the near future once approved.

Other business

- SLT noted the all staff CPSU meeting to be held on Thursday and encouraged staff to attend if they are interested.

Meeting closed at 12.00 noon.

Minutes taken by Sch 2.2(a)(ii)

SENSITIVE: NOT FOR DISTRIBUTION

From: "Craig, Andrew" <Andrew.Craig@worksafe.act.gov.au>
Sent: 29/08/2024 9:46 AM
To: "#OWHSC, All Staff" <#OWHSCAllStaff@act.gov.au>
Subject: SLT+ minutes - 27 August 2024
Attachments: SLT+ Outcomes - 27 August 2024.pdf

OFFICIAL

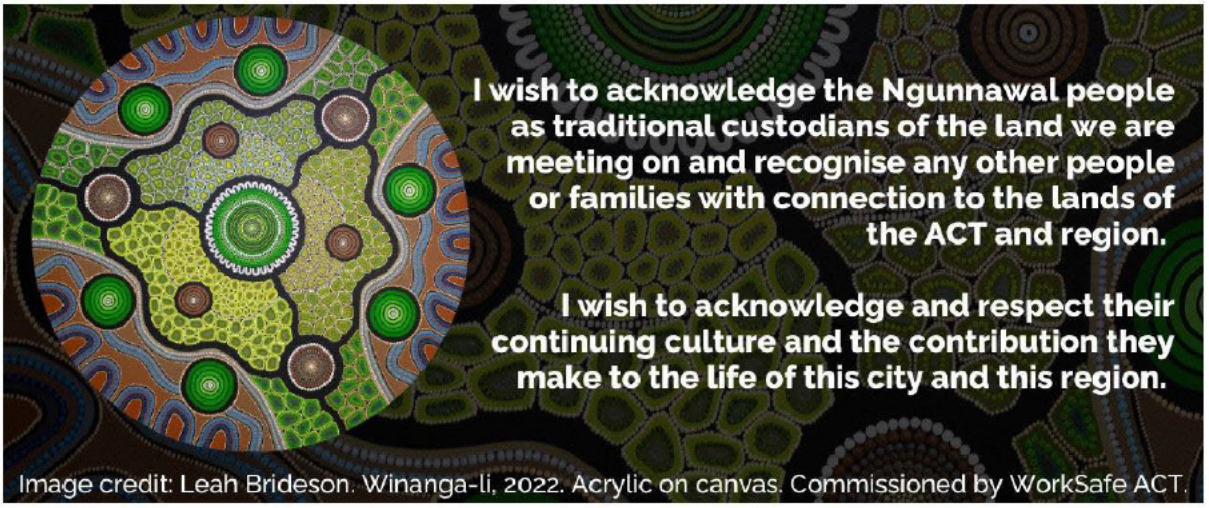
Dear All

Please find attached the minutes from the SLT+ meeting held on 27 August 2024. If you have any queries, please discuss with your SLT+ member in the first instance.

Regards

Andrew

Andrew Craig | Executive Officer to the WHS Commissioner
Mobile: Sch 2.2(a)(ii) | Email: andrew.craig@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601 | www.worksafe.act.gov.au



WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

27/08/2024

SLT +

ITEM

Location: Level 5, Nara Centre (MR5)

Attendees

- Bill Smith (Chair)
- Jacqui Agius
- Midori Kobayashi
- Matt Davis
- Bob Alford
- Joel Hiscox
- Gemma Godwin
- Franck Cachia
- Cath Matthews
- Duncan Cockburn
- Crystal Wang
- Kris Johnston
- Andrew Craig

Apologies

- Sarah Towers

Admin

- Bill opened the meeting by welcoming everyone and giving the acknowledgement.
- There were no conflicts of interest identified.
- There were no actions arising from the previous meeting.

Commissioner's Update

- The industry breakfast (retail and hospitality) was held on Tuesday and went extremely well. The speakers were very engaging and there was good interaction from the participants.
- The Commissioner thanked staff for their great work and the support shown by everyone for the agency, particularly in light of the recent negative press and anonymous complaints. The productivity and quality of work being produced by each business area is extremely pleasing.
- The Commissioner encouraged staff to raise any concerns they have with a manager or the CPSU (if preferred) so that any issues are able to be addressed.

Corporate matters

- The Workforce Report and Planning document was discussed noting that:
  - Sch 2.2(a)(ii) has commenced her graduate rotation with WorkSafe ACT.
  - the SOGC in Corporate Capability and People closes on 3 September.
  - the ASO6, Corporate Support and Procurement Officer closes on 29 August.
  - [redacted] was successful in a recent ASO6 recruitment round and has moved into the Strategy Team (but is still helping with the current round of inspector training – thanks Sch 2.2(a)(ii) 😊).
  - [redacted] was successful in the ASO6, Senior Finance Officer role – well done Sch 2.2(a)(ii).
  - Sch 2.2(a)(ii) have moved to the Compliance and Enforcement.
  - Sch 2.2(a)(ii) last day with WorkSafe ACT is 6 September – everyone thanked Sch 2.2(a)(ii) for his great contribution to the agency over a long period and wished him well in his new role at Access Canberra.
- The HR Team is keen for departing staff to complete the optional exit survey as it provides important information and informs the retention and attraction strategy.

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WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

ITEM

- The 'Right to Disconnect' policy was recently sent around to all ACTPS employees and contains important considerations to maintain a healthy work-life balance. The HR team is looking at developing supplementary guidance applicable to WorkSafe ACT.
- The next WorkSafe ACT Audit and Risk Committee meeting will be held on 29 August and discuss issues around complaints, the 2024-05 internal audit plan and the ACT Protective Security Framework.
- Some alterations to the Mud Room on B1 to make it more usable have been put to ACT Property Group for consideration and costing.
- The clothes in the Uniform Shop will be sorted and washed as necessary.
- An arrangement with Waves Carwash in being considered to ensure the WorkSafe ACT vehicles are kept clean and tidy with the possibility of assigning them back to teams being considered.
- The latest inspector induction training commenced this week with some extremely good interaction and questions.
- There is upcoming training on difficult conversations and conflict de-escalation locked in.
- The Systems Team is working with ProQuest to finalise the current update to SalesForce and Sch 2.2(a)(ii) is to provide some training on setting up folders in Objective.

Internal WHS

- There were no WHS matters submitted this week.
- An update has been made to the process around workplace ergonomic assessments.

Finance Matters

- The audit requests received from the ACT Audit Office concerning the 2023-24 financial statements have almost been finalised.
- The CPA Conference is being held in October 2024 and some tickets will be purchased.

Engagement matters

- The 'Day in the Life of an Inspector' video footage is being shot this week.
- A lot of work on Safe Work Month 2024 entitled 'Stepping Up for Safety' has been done with the launch of the campaign kit including posters and signature blocks this week.
- The WorkSafe ACT Media and Comms Update for July 2024 was tabled and discussed. One of the highlights was a significant increase in the number of LinkedIn followers of the agency.
- The industry breakfast (retail and hospitality) went well with some great discussion involving the panel.

Strategy matters

- The 2023-24 WorkSafe ACT Annual Report has sent to the editor for the first edit.
- The new Strategic Plan is progressing well as is the HSR toolkit.
- A review of the current infringement notice penalty amounts is underway.

Operational matters

- The Skills ACT awards night is to be held next week.
- A number of bulk infringement notice withdrawals are being prepared as well as the gathering of evidence for s155s.
- The visit to JBT is taking place this week.
- The rotation policy in the inspectorate is being implemented and the work from home pilot has been extended to 31 December 2024.

Meeting closed at 11.20am

Minutes taken by Sch 2.2(a)(ii)

SENSITIVE NOT FOR DISTRIBUTION

From: "Craig, Andrew" <Andrew.Craig@worksafe.act.gov.au>
Sent: 05/09/2024 4:53 PM
To: "#OWHSC, All Staff" <#OWHSCAllStaff@act.gov.au>
Subject: SLT meeting outcomes - 3 September 2024
Attachments: SLT Outcomes - 3 September 2024.pdf

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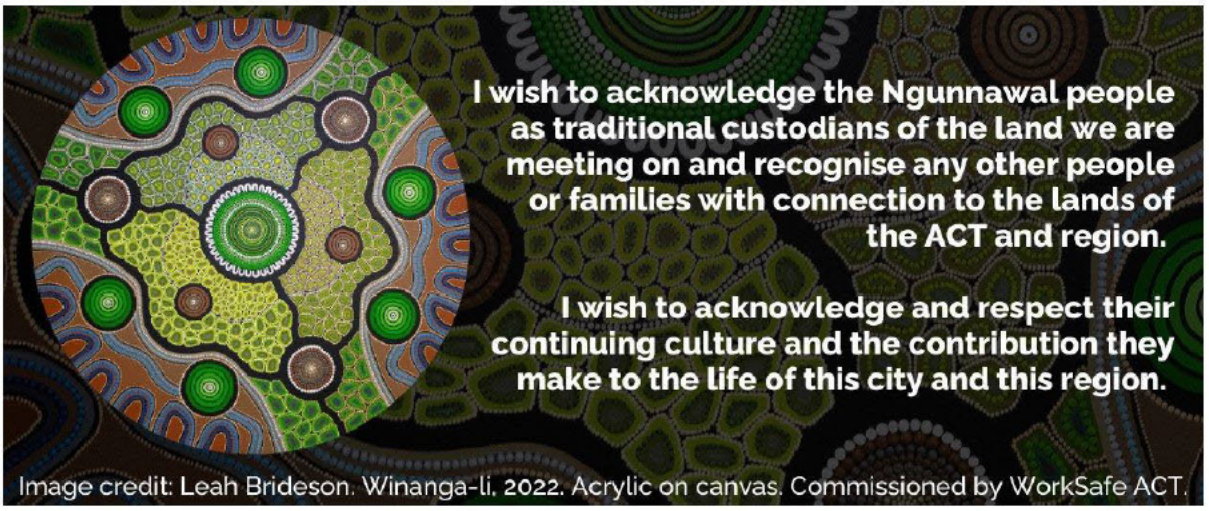
Dear All

Please find attached the outcomes from the SLT meeting held on 3 September 2024. If you have any queries, please discuss with your SLT member in the first instance.

Regards

Andrew

Andrew Craig | Executive Officer to the WHS Commissioner
Mobile: Sch 2.2(a)(ii) Email: andrew.craig@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601 | www.worksafe.act.gov.au



WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

SLT

3/09/2024

Location: Level 5, Nara Centre (MR5)

Attendees

- Bill Smith (Chair)
- Jacqui Agius
- Midori Kobayashi
- Matt Davis
- Bob Alford
- Gemma Godwin
- Frank Cachia
- Andrew Craig

Apologies

- Joel Hiscox

Admin

- Bill opened the meeting by welcoming everyone and giving the acknowledgement,
- there were no conflicts of interest identified.
- there were no actions arising with the exception of an ongoing matter, the development of the WorkSafe ACT Reconciliation Action Plan.

Commissioner's Update

- the Commissioner noted the recent morning tea to welcome the new starters; the 'Pizza Friday' event; and the All Staff Meeting and thanked everyone for their contribution.
- the radio interview on Friday went well and the Commissioner reiterated her gratitude to all staff for their positivity and productivity.
- the Commissioner met with the Director General of TCCS to talk about safety-related matters and will be presenting at meetings with the executives of TCCS and JACS in mid-September.
- the People at Work Survey will be run again during September to give staff the opportunity to provide anonymous feedback on their experience at WorkSafe.

Corporate matters including staff movements

- the Workforce Report and Planning document was discussed noting that:
  - the Deputy WHS Commissioner role (temporary) closes on 10 September.
  - the ASO6, Senior Capability Officer role closes on 13 September.
  - Sch 2.2(a)(ii) starts as the Exhibits Officer on 5 September – please make Sch 2.2(a)(ii) welcome.
  - Sch 2.2(a)(ii) last day is 6 September – thank you again for everything Sch 2.2(a)(ii)
- the 2024-25 Internal Audit Plan will focus on Compliance and Enforcement Standard Operating Procedures.
- input into the ACT Protective Security Framework is being prepared to allowing reporting to JACS by 31 October.
- some additional items of uniform, including beanies and a long-sleeved polo, are being looked into.
- the additional office space on Level 5 will be progressed once the caretaker period is finished.
- the courses on managing difficult conversations and behaviour de-escalation are being rolled out.
- the 'inspections' final review on SalesForce passed last Friday and is being packaged into the System Integration Testing (SIT) environment this week.

WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

- the Objective structure is currently being reviewed to ensure it is consistent with records management policies and procedures.

Internal WHS

- there were no WHS incidents reported last week.
- the process of emails being automatically sent to the Comms mailbox is now in place and will continue in the short to medium term as part of the risk assessment undertaken for anonymous complaints.

Finance Matters

- the end of month processes are underway to allow the preparation of the August 2024 monthly report.

Engagement matters

- there has been strong interest in the next Industry Breakfast (vulnerable workers) which will be held on 24 September.
- the first pass editing on the 2023-24 WorkSafe ACT Annual Report has been provided.
- the campaign kit for Safe Work Month (October) is being sent around to stakeholders this week.
- there was some great footage taken for the 'Day in the Life of an Inspector' videos.

Strategy matters

- there have been a number of Freedom of Information requests recently.
- the draft strategic plan is with the Commissioner for consideration.

Operational matters

- the procurement process for a service provider to conduct audits of accredited asbestos awareness courses and HSR training is progressing well.
- a new tracker on the progress of investigations has been put together by the investigations team and looks fantastic.
- the intelligence-led campaigns into public schools and manufacturing are commencing this week.

Meeting closed at 11.30am

Minutes taken by Sch 2.2(a)(ii)

SENSITIVE NOT FOR DISTRIBUTION

From: "Craig, Andrew" <Andrew.Craig@worksafe.act.gov.au>
Sent: 11/09/2024 9:13 AM
To: "#OWHSC, All Staff" <#OWHSCAllStaff@act.gov.au>
Subject: SLT+ Meeting Outcomes - 10 September 2024
Attachments: SLT+ Outcomes - 10 September 2024.pdf

OFFICIAL

Dear All

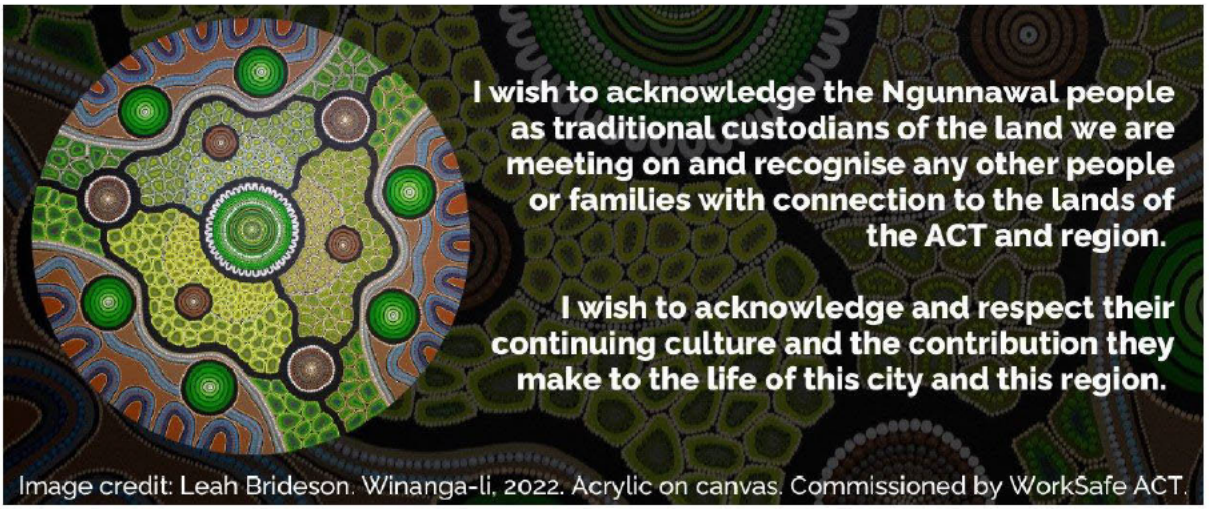
Please find attached the SLT+ Meeting Outcomes from yesterday.

If you have any queries, please discuss with your SLT+ member in the first instance.

Regards

Andrew

Andrew Craig | Executive Officer to the WHS Commissioner
Mobile: Sch 2.2(a)(ii) Email: andrew.craig@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601 | www.worksafe.act.gov.au



WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

10/09/2024

SLT +

ITEM

Location: Level 3, Nara Centre

Attendees

- Bill Smith (Chair)
- Midori Kobayashi
- Matt Davis
- Joel Hiscox
- Gemma Godwin
- Frank Cachia
- Lydia Somerville
- Cath Matthews
- Duncan Cockburn
- Crystal Wang
- Kris Johnston
- Andrew Craig

Apologies

- Jacqueline Agius
- Sarah Towers

Admin

- Bill opened the meeting by welcoming everyone and giving the acknowledgement.
- There were no conflicts of interest identified.
- The ongoing action arising from previous meetings is the development of the WorkSafe ACT Reconciliation Action Plan.

Commissioner's Update

- There was no Commissioner's Update as Jacqui is in Melbourne for the HWSA Regulator Roundtable.

Corporate matters

- The Workforce Report and Planning document was discussed noting that:
  - Sch 2.2(a)(ii) has resigned from WorkSafe ACT effective from 18 September.
  - Sch 2.2(a)(ii) will be on transfer with the SLA from 16 September for a couple of months.
  - the Deputy WHS Commissioner role closes on 10 September.
  - the SOGB Systems role closes on 19 September.
  - the shortlisting for the SOGC and ASO6 roles in the Corporate, Capability and People Team will be undertaken later this week.
- Input into the ACT Protective Security Framework is due on 31 October.
- There will be an internal audit of SOPs (including the nearly finalised SOP on workplace visits) commencing before the end of the 2024 calendar year.
- An audit of staff with access to the Evidence Room on B2 is being performed.
- A blank magnet has been purchased to cover the WorkSafe ACT sticker for when a vehicle is home-garaged by the on-call inspector - the vehicle for the Investigations Team will remain unbranded.
- There are a number of training sessions being conducted/upcoming such as induction, conflict de-escalation, having difficult conversations and psychosocial.
- There have been a couple of FOIs in the last week, consistent with previous weeks.

Sensitive not for distribution

WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

ITEM
• The fifth People At Work (PAW) Survey will be run in the coming week – managers please encourage your teams to participate. • It was agreed to trial the long sleeve polo and beanies for potential addition to the WorkSafe ACT uniform. • The go-live date for the launch of the new enhancements to SalesForce has been delayed by two weeks.
Internal WHS • There were three matters submitted on the WHS reporting system this week.
Finance Matters • The audit requests received from the ACT Audit Office concerning the 2023-24 financial statements have been finalised. • The draft 2023-24 Financial Statements have been sent to the ACT Audit Office and will be ready for sign off by the WHS Commissioner and CFO soon.
Engagement matters • The first cut of the 'Day in the Life of an Inspector' video footage will be finalised this week. • The National Safe Work Month kit has been sent to stakeholders and everyone is encouraged to commence using the signature block. • The upcoming Industry Breakfast (vulnerable workers) is proving popular with 77 of the 100 tickets issued. If inspectors would like to attend please discuss with your manager.
Strategy matters • The 2023-24 WorkSafe ACT Annual Report has been received back from the editor. It is expected that the Annual Report Hearings will be held early next year due to the upcoming caretaker period and subsequent ACT Government election. • The new strategic plan has been cleared by the Commissioner. • Work on the accountability indicators is ongoing.
Operational matters • The reallocation of the asbestos awareness and HSR training approval process is currently underway as well as considering where the scaffold and lifts approval work should sit. • The MBA Awards Night held last week was successful and well attended. • In the Investigations Team a couple of matters are close to the statute of limitations and are being progressed as a matter of urgency. • The current intelligence-led campaigns have been very positive with good engagement. • The bulk infringement withdrawals are progressing well and planning is underway for the weekend work place visits strategy.
Meeting closed at 11.00am

Minutes taken by Sch 2.2(a)(ii)

Sensitive not for distribution

From: "Craig, Andrew" <Andrew.Craig@worksafe.act.gov.au>
Sent: 20/09/2024 9:00 AM
To: "#OWHSC, All Staff" <#OWHSCAllStaff@act.gov.au>
Subject: SLT meeting outcomes - 17 September 2024
Attachments: SLT Outcomes -17 September 2024.pdf

OFFICIAL

Dear All

Please find attached the outcomes from the SLT meeting held on 17 September 2024. If you have any queries, please discuss with your SLT member in the first instance.

Regards

Andrew

Andrew Craig | Executive Officer to the WHS Commissioner
Mobile: Sch 2.2(a)(ii) | Email: andrew.craig@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601 | www.worksafe.act.gov.au



WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

SLT

17/09/2024

Location: Level 5, Nara Centre (MR5)

Attendees

- Bill Smith (Chair)
- Jacqui Agius
- Midori Kobayashi
- Matt Davis
- Gemma Godwin
- Frank Cachia
- Joel Hiscox
- Andrew Craig

Apologies

- Amanda Grey

Admin

- Bill opened the meeting by welcoming everyone and giving the acknowledgement,
- there were no conflicts of interest identified.
- there were no actions arising with the exception of an ongoing matter, the development of the WorkSafe ACT Reconciliation Action Plan.

Commissioner's Update

- the Commissioner acknowledged Sch 2.2(a)(ii)'s contribution to WorkSafe ACT during his 10-year tenure and wished him well in his new role at Access Canberra.
- the Commissioner recently met with the MBA and CFMEU and discussed data and safety issues; attended the Regulator Roundtable in Melbourne and the Safe Work Australia members meeting; and gave presentations to both the TCCS and JACS Executives focusing on safety and psychosocial issues respectively. The meetings went well with good engagement and interest and the discussion of ideas. There was a great deal of work done to prepare the Commissioner for these events and she thanked everyone for their valuable input.

Corporate matters including staff movements

- the Workforce Report and Planning document was discussed noting that there are currently 8 recruitment actions in progress, specifically:
  - there were seven applications for the acting Deputy WHS Commissioner role (temporary).
  - there were 15 applications for SOGC role in the Corporate Capability and People Team, and
  - Sch 2.2(a)(ii) starts in the Strategy Team on 19 September.
- the address included on the home garaging form must match the one on the driver's license. If not, SLT agreed that additional information should be requested (e.g. declaration providing an explanation of the variation).
- the induction training is progressing well with great interaction and feedback from attendees. The last day of induction training is this Friday.

Internal WHS

- there were three WHS incidents reported this week.

SENSITIVE: NOT FOR DISTRIBUTION

WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

Finance Matters

- the Financial Management Report to 31 August was tabled and showed that expenses are on track against budget; LHL fee revenue is under budget; and WHS fines are over budget.

Engagement matters

- the 2023-24 WorkSafe ACT Annual Report is progressing well.
- the next Industry Breakfast (vulnerable workers) is being held next Tuesday.
- the preparation for NSWM is well underway with a number of exciting events being planned.
- the first cut of the 'Day in the Life of an Inspector' video has been provided and it looks great.

Strategy matters

- there has been a slowdown in the number of Freedom of Information requests recently.
- the strategic plan has been prepared for stakeholder consultation.
- there have been some changes made to the draft compliance and enforcement policy. This will also be circulated for stakeholder consultation pending the Commissioner's agreement.
- the outcomes of the Safe Work Australia Member meeting held on 12 September were discussed and included silica, welding fumes, crane licensing improvements and the finalisation of multiple guidance documents.

Operational matters

- there has been a referral from the DPP around a death at a workplace.
- the recruitment in the Investigations and Legal Policy Team is progressing well.

Meeting closed at 11.15am

Minutes taken by Sch 2.2(a)(ii)

SENSITIVE: NOT FOR DISTRIBUTION

From: "Craig, Andrew" <Andrew.Craig@worksafe.act.gov.au>
Sent: 27/09/2024 9:44 AM
To: "#OWHSC, All Staff" <#OWHSCAllStaff@act.gov.au>
Subject: SLT+ minutes - 24 September 2024
Attachments: SLT+ Outcomes - 24 September 2024.pdf

OFFICIAL

Dear All

Please find attached the minutes from this week's SLT+ meeting. If you have any queries, please contact your SLT+ representative in the first instance.

Regards

Andrew

Andrew Craig | Executive Officer to the WHS Commissioner
Mobile: Sch 2.2(a)(ii) | Email: andrew.craig@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601 | www.worksafe.act.gov.au



WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

24/09/2024

SLT +

ITEM

Location: Level 3, Nara Centre

Attendees

- Bill Smith (Chair)
- Jacqueline Agius
- Midori Kobayashi
- Matt Davis
- Joel Hiscox
- Gemma Godwin
- Frank Cachia
- Lydia Somerville
- Cath Matthews
- Duncan Cockburn
- Kris Johnston
- Andrew Craig (Secretariat)

Apologies

- Amanda Grey
- Crystal Wang
- Sarah Towers

Admin

- Bill opened the meeting by welcoming everyone and giving the acknowledgement,
- there were no conflicts of interest identified.
- the ongoing action arising from previous meetings is the development of the WorkSafe ACT Reconciliation Action Plan.

Commissioner's Update

- the Industry Breakfast (vulnerable workers) held on Tuesday was a great success with the next steps being to continue to promote the importance of ensuing businesses have support systems in place and training and resources are available.
- the Commissioner presented to the TCCS and JACS Executives last week around safety and psychosocial hazards.
- the Commissioner met with Sch 2.2(a)(ii) last week to talk about the outcome of the recent TCCS case and seek feedback on the process, including their interactions with WorkSafe, from their perspective.
- the SafeWork NSW website contains a great deal of useful information and is a great resource to use. We should be looking at opportunities to use and promote safety publications developed by other WHS jurisdictions and Safe Work Australia where it is appropriate to do so.
- the completion rate of the PAW Survey currently stands at 73.3% which is a great result.

Corporate matters

- the Workforce Report and Planning document was discussed noting that:
  - the Deputy WHS Commissioner EOI process is still ongoing, the Chair of the recruitment panel is Sch 2.2(a)(ii).
- WorkSafe ACT will make use of the CMTEDD forms for flexible work arrangements and second jobs.
- internal guidance on the 'right to disconnect' policy is being developed.
- the 2024-25 internal audit plan is being finalised.

SENSITIVE: NOT FOR DISTRIBUTION

WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

ITEM
• some minor changes have been made to the vehicle home garaging form. • samples of the proposed new uniform items will be available for trialing soon. • the quote for the proposed changes to the Mud Room has been received and further options will be considered. • the current inspector induction has been finalised and was extremely positive with great interaction from all participants. A big thank you to Sch 2.2(a)(ii) their great work. • a number of training courses are being run over the next six weeks – including psychosocial and de-escalation training. • testing of Phase 3 of Salesforce is progressing well with a go live date of mid to late October. • there are a number of items of ministerial correspondence due in early October with all matters in hand.
Internal WHS • there were two WHS matters submitted on the system this week.
Finance Matters • the 2023-24 financial statements have been signed. • there have been some proposed whole of government changes for procurement processes around exemptions and written quotes.
Engagement matters • the Industry Breakfast (vulnerable workers) held this week had 65 attendees and ran very smoothly – a big thank you to Sch 2.2(a)(ii). There are two more breakfasts planned this year. • there are some great engagement activities planned for National Safe Work Month. The Engagement Team will be reaching out to all areas of the Agency to seek assistance during the month.
Strategy matters • a number of documents will be released over the next few weeks including the strategic plan (for consultation), annual report and compliance and enforcement policy (for consultation).
Operational matters • a number of matters have been referred to the Investigations Team. • the weekend workplace visits on Saturday went well – consideration will be given to whether this should also be expanded to Sundays.
Meeting closed at 11.15am

Minutes taken by Sch 2.2(a)(ii)

SENSITIVE - NOT FOR DISTRIBUTION

From: "Craig, Andrew" <Andrew.Craig@worksafe.act.gov.au>
Sent: 01/10/2024 5:04 PM
To: "#OWHSC, All Staff" <#OWHSCAllStaff@act.gov.au>
Subject: Outcomes from SLT Meeting - 1 October 2024
Attachments: SLT Outcomes -1 October 2024.pdf, PAW Overview Report (September 2024).pdf

OFFICIAL

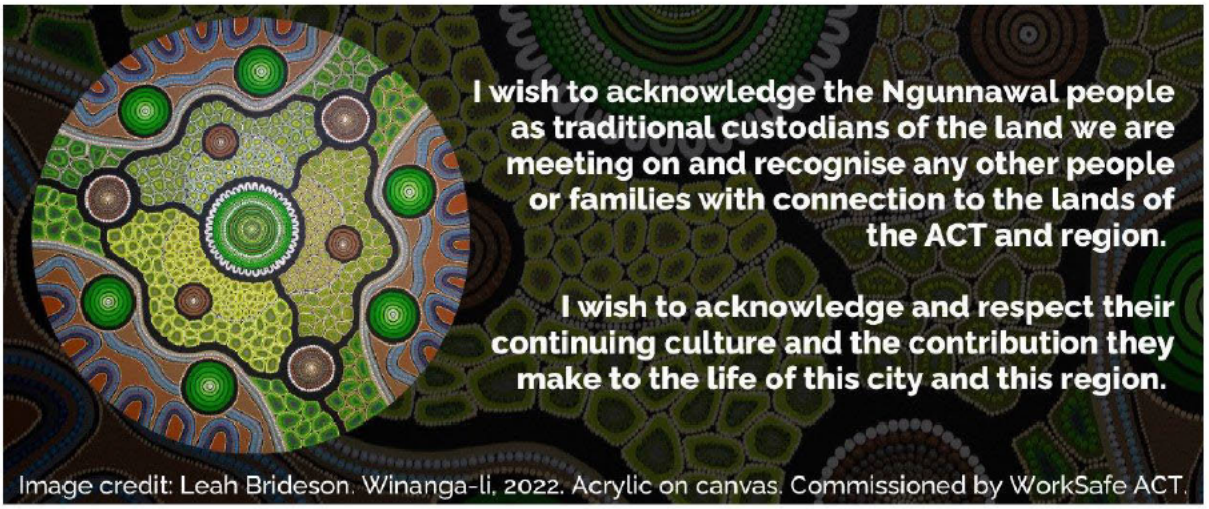
Dear All

Please find attached the outcomes from this morning's SLT meeting along with the People at Work Overview Report from the recent survey. If you have any queries, please discuss with your SLT member in the first instance.

Regards

Andrew

Andrew Craig | Executive Officer to the WHS Commissioner
Mobile: Sch 2.2(a)(ii) | Email: andrew.craig@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601 | www.worksafe.act.gov.au



WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

SLT

1/10/2024

Location: Level 5, Nara Centre (MR5)

Attendees

- Bill Smith (Chair)
- Jacqui Agius
- Matt Davis
- Gemma Godwin
- Frank Cachia
- Andrew Craig

Apologies

- Amanda Grey
- Midori Kobayashi
- Joel Hiscox

Admin

- Bill opened the meeting by welcoming everyone and giving the acknowledgement,
- there were no conflicts of interest identified.
- there were no actions arising with the exception of an ongoing matter, the development of the WorkSafe ACT Reconciliation Action Plan.

Commissioner's Update

- the Commissioner met with a number of external stakeholders during the last week including the MBA, CFMEU, CPSU, Work Safety Group (CMTEDD) and the Asbestos and Silica Safety and Eradication Agency.
- the Commissioner spoke about the results of the recent People at Work (PAW) Survey which closed on Monday as the response rate had reached 80%. The overview report is attached for information with the main takeaways being:
  - the overall result is 'minimal concern'.
  - the job demands are all within 'good, but monitor' with the exception of emotional demands which is moderate and 'could be improved' – these are slightly higher than the November 2023 survey results.
  - the job resources are all high which is 'good, but monitor' – these are slightly lower than the November 2023 survey results.
  - 24% of workers reported experiencing workplace bullying which compares to 16% in November 2023. Of particular note there were 13 sources of bullying from supervisors compared to two in November 2023.
  - 8% of workers reported experiencing work-related violence compared to 11% in November 2023, and
  - psychological distress and burnout and sprains and strains are low, 'good, but monitor'.
- Informed by the PAW survey results, SLT discussed the actions that will be taken to make improvements to the workplace. The first step will be to hold staff focus groups to discuss the PAW results and identify areas where improvements can occur.
- SLT reaffirmed its commitment to ensuring we have a workplace where all staff feel safe and supported.

SENSITIVE - NOT FOR DISTRIBUTION

WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

Corporate matters including staff movements

- there are currently seven recruitment actions in progress with a number close to completion.
- Agency guidelines for the new 'right to disconnect' provisions have been drafted for consideration and the 'Managers Toolkit' will be finalized and circulated in the near future.
- WorkSafe ACT's online stakeholder feedback form is undergoing a final review before the Engagement Team publishes it on the WorkSafe ACT website.
- the 'Application to Garage a WorkSafe ACT Vehicle' form has been updated and approved and is now available on the intranet.
- one of the Mitsubishi Outlanders (217003) has recently been returned and replaced with a KIA EV6.
- the Corporate Team is undertaking a refresh of all laptop docks across the floor.
- the Mud Room on B1 is being cleaned up and reorganised to make it more usable.
- all the workbooks and training notices for the recent Inspectorate Induction session have been completed and identification cards will be issued once a review of the training notices and workplace visits has been completed.
- the "Welcome to WorkSafe ACT" E-Learning module is currently with the Engagement Team for review with a focus on the accessibility of the module.
- psychosocial training for the Inspectorate is being conducted throughout this week – thank you Sch 2.2(a) for all your work.
- the Behavioural De-Escalation training is booked in for next week.
- the testing of the inspections module on SalesForce will be conducted over the next two weeks.
- Sch 2.2(a)(ii) finishing with WorkSafe ACT shortly – thank you Sch 2.2(a)(ii) for all your great work!

Internal WHS

- there were no WHS incidents reported this week.

Finance Matters

- the acquittal of the 2023-24 Jervis Bay Territory inspection budget and the revised 2024-25 inspection budget will be submitted this week.

Engagement matters

- the Media Coverage Report for September 2024 was tabled and showed a great deal of activity during the month.
- the new Worksafe ACT Instagram page went live this week.
- there are a number of presentations by the Commissioner and Acting Deputy Commissioner planned during NSWM.
- the next Industry Breakfast (HSRs) has been fully booked out.

Strategy matters

- the 2023-24 WorkSafe ACT Annual Report will be back from the printers by the end of the week.

Operational matters

- there are a number of legal matters in train.

Meeting closed at 11.30am

Minutes taken by Sch 2.2(a)(ii)

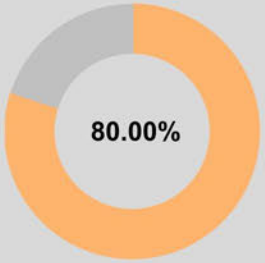
SENSITIVE: NOT FOR DISTRIBUTION

ABOUT PEOPLE AT WORK

People at Work helps organisations to assess key psychosocial hazards and factors that have been associated with poor mental health and wellbeing, job burnout, lower productivity, increased sickness absence and physical disorders, amongst others. In Australia, employers are required by law to provide and maintain a working environment that is safe and without risks to both psychological and physical health.

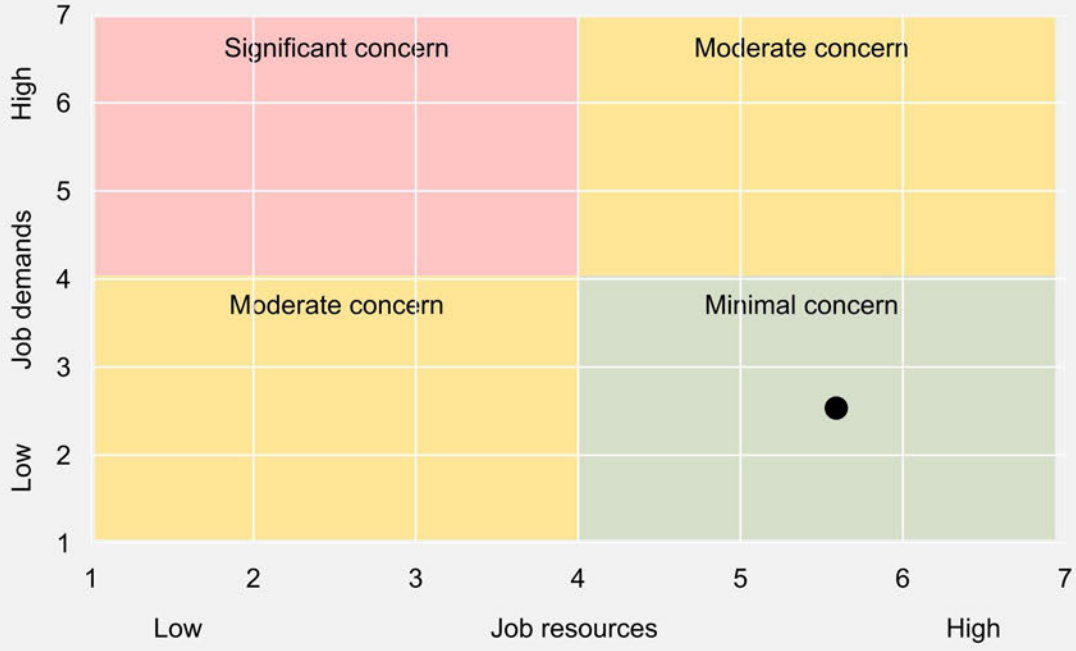
YOUR RESPONSE RATE

Your survey response rate was 80.00%. For response rates that are below 50% results should be interpreted with caution as the results may not be an accurate representation of the workplace as a whole.



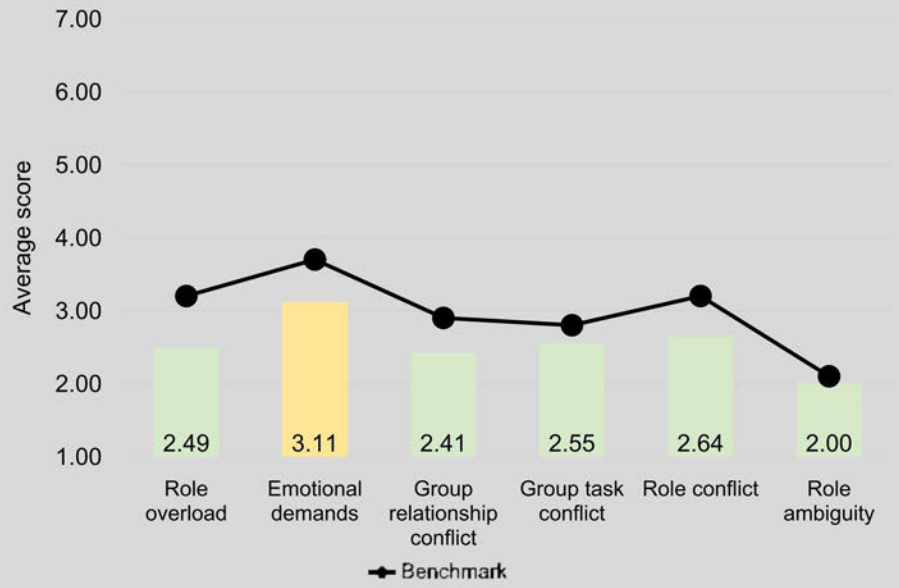
OVERALL RESULTS

Job demands refer to aspects of the job that require sustained psychological or physical effort and job resources are aspects of the job that are helpful for workers in achieving work goals. When there is a combination of high job demands and low job resources this can result in negative outcomes for workers such as psychological strain, burnout and sprain and strain. The graph shown averages your results across the different job demands and job resources to assess your overall level of risk.



This report has been provided as part of the free peopleatwork.gov.au tool.
The report is to be used in accordance with the People at Work terms of use.

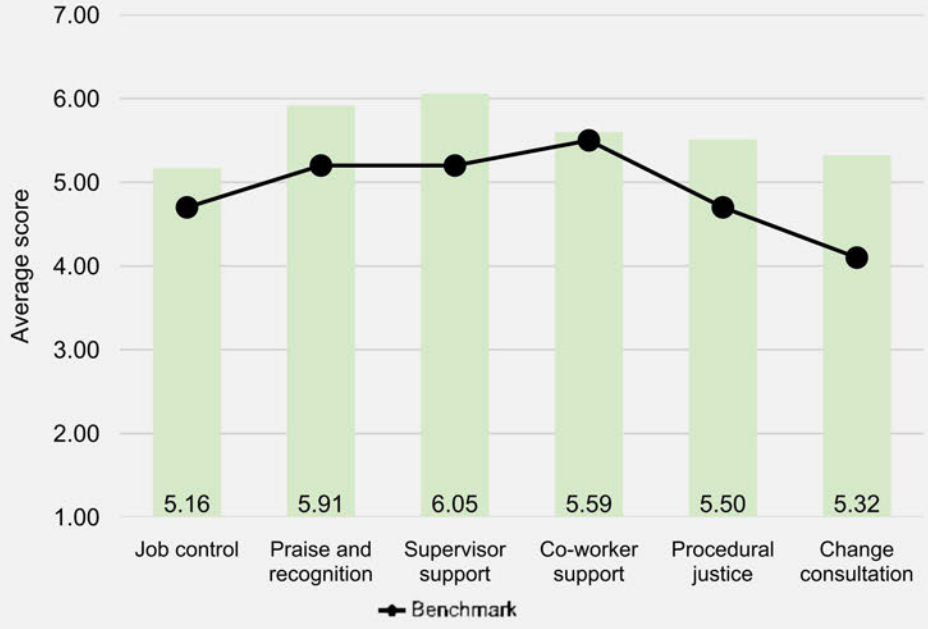
JOB DEMANDS



Score interpretation			
↓ Lower is preferable			
Range	Low	Moderate	High
Scale Values	1.00 - 3.00	3.01 - 4.99	5.00 - 7.00
Action	Good, but monitor	Could be Improved	Immediate attention required

When workers perceive job demands to be high it can result in psychological harm. Workplaces should aim for job demands to be in the low range. Results should be followed up with a focus group to explore results further and an action plan developed. Some possible suggestions can be found in our guidance. For further detail see the comprehensive report.

JOB RESOURCES



Score interpretation			
↑ Higher is preferable			
Range	Low	Moderate	High
Scale Values	1.00 - 3.00	3.01 - 4.99	5.00 - 7.00
Action	Immediate attention required	Could be Improved	Good, but monitor

When workers perceive job resources to be low it can result in psychological harm. Workplaces should aim for job resources to be in the high range. Results should be followed up with a focus group to explore results further and an action plan developed. Some possible suggestions can be found in our guidance. For further detail see the comprehensive report.

WORKPLACE BULLYING

24% of your workers reported experiencing workplace bullying in the previous 6 months.

Workplaces should aim to have no bullying within their workplaces. Find out more about preventing and managing workplace bullying.

SOURCE OF BULLYING - COUNTS

13 Supervisor	9 Member of public
0 Subordinate	7 Client/customer
10 Co-worker	0 Family/friend of client/customer/patient/student
2 External co-worker	



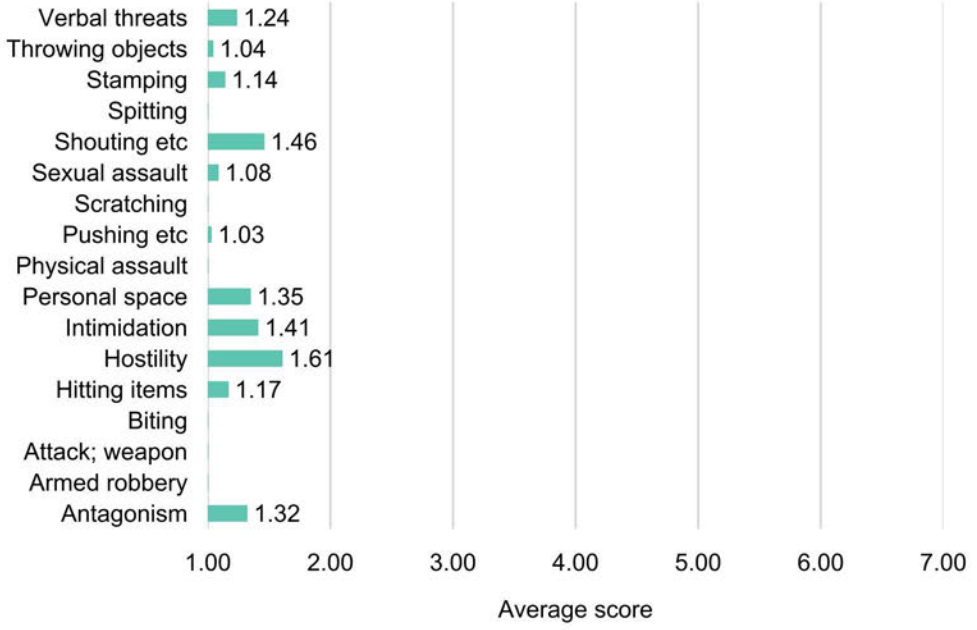
WORK-RELATED VIOLENCE

8% of your workers reported experiencing work-related violence in the previous 6 months.

Workplaces should aim to have no work-related violence. Find out more about preventing and managing work-related violence.

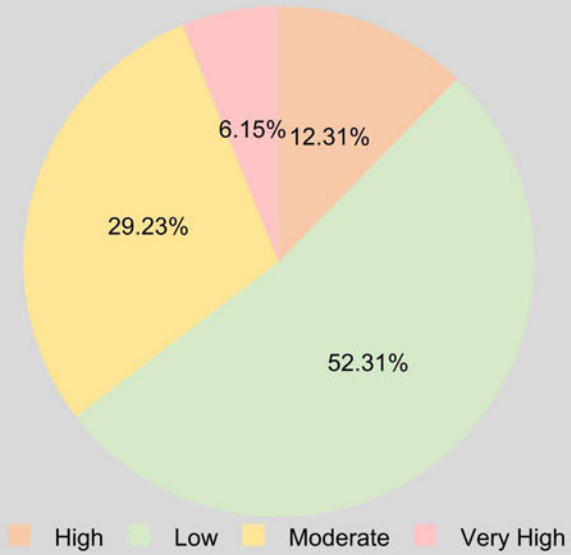
SOURCE OF VIOLENCE - COUNTS

2 Supervisor	8 Member of public
1 Subordinate	12 Client/customer
5 Co-worker	1 Family/friend of client/customer/patient/student
1 External co-worker	



PSYCHOLOGICAL HEALTH OUTCOMES

PSYCHOLOGICAL DISTRESS

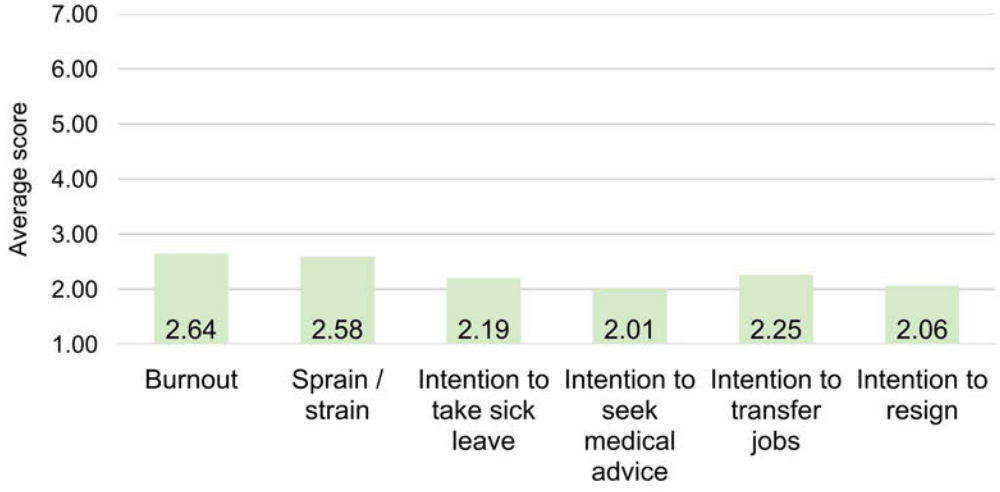


Job demands, job resources, workplace bullying and work-related violence have been linked to psychological distress, burnout, sprain and strain and impact on various worker intentions (including intention to resign, transfer jobs, seek medical advice or take sick leave).

Psychological distress assesses experiences of negative emotional states such as anxiety and depression. Research has linked the experience of psychological distress to workers taking significantly more sick days and having significantly lower performance as compared to those not experiencing psychological distress.

Score interpretation				
Range	Low	Moderate	High	Very High
Total score	10 - 15	16 - 21	22- 29	30 - 50

BURNOUT, SPRAIN AND STRAIN & INTENTIONS



Score interpretation			
↓ Lower is preferable			
Range	Low	Moderate	High
Scale Values	1.00 - 3.00	3.01 - 4.99	5.00 - 7.00
Action	Good, but monitor	Could be Improved	Immediate attention required

From: "Craig, Andrew" <Andrew.Craig@worksafe.act.gov.au>
Sent: 11/10/2024 11:37 AM
To: "#OWHSC, All Staff" <#OWHSCAllStaff@act.gov.au>
Subject: SLT+ meeting outcomes - 8 October 2024
Attachments: SLT+ Outcomes - 8 October 2024.pdf

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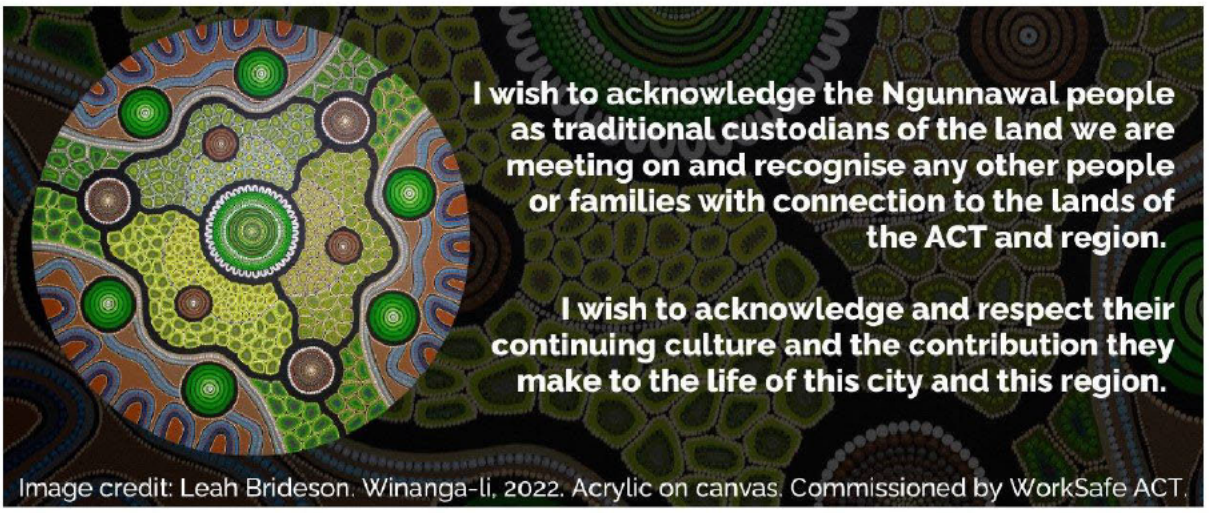
Dear All

Please find attached the minutes from the SLT+ meeting held this week. If you have any queries, please contact your SLT+ representative.

Regards

Andrew

Andrew Craig | Executive Officer to the WHS Commissioner
Mobile: Sch 2.2(a)(ii) Email: andrew.craig@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601 | www.worksafe.act.gov.au



WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

8/10/2024

SLT +

ITEM
Location: Level 5, Nara Centre **Attendees** • Bill Smith (Chair) • Jacqueline Agius • Midori Kobayashi • Matt Davis • Joel Hiscox • Danielle Grant • Gemma Godwin • Frank Cachia • Cath Matthews • Duncan Cockburn • Andrew Craig **Apologies** • Amanda Grey • Lydia Somerville • Crystal Wang • Ray Ren • Kris Johnston • Sarah Towers
Admin • Bill opened the meeting by welcoming everyone and giving the acknowledgement. • there were no conflicts of interest identified. • the ongoing action arising from previous meetings is the development of the WorkSafe ACT Reconciliation Action Plan which has progressed as a result of engagement with Indigenous providers. **Commissioner's Update** • the Commissioner spoke about her experiences at the recent Heads of Workplace Safety Authorities (HWSA) Planning Day and meeting in Adelaide and the upcoming ACTU Conference in Sydney on Thursday. • the Commissioner encouraged everyone to become involved in the events planned for National Safe Work Month and noted her numerous speaking arrangements which include the TCCS Executive, Canberra Health Services and the ACT WHS Symposium of the Australian Institute of Health and Safety. **Corporate matters** • the recruitment process for the Acting Deputy WHS Commissioner role has now concluded with Sch 2.2(a)(ii) the successful candidate – well done Sch 2.2(a)(ii). • the recruitment process for the Senior Corporate and Procurement Officer has now been finalised with Sch 2.2(a)(ii) the successful candidate – great work Sch 2.2(a)(ii). • it is Sch 2.2(a)(ii) last day at WorkSafe ACT this Friday - thank you for your contribution Sch 2.2(a)(ii) • it will be Sch 2.2(a)(ii) final day with WorkSafe ACT on 17 October – thank you • there will be the inevitable delays to processing times for recruitment actions towards the end of the year so please submit paperwork as soon as possible.

Sensitive not for distribution

WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

ITEM
• the HR team is conducting a review of the letter templates used for preliminary assessments, misconduct, counselling and complaints processes to ensure the references match the new sections in the 2023-2026 enterprise agreements. • the Internal Audit Plan on Standard Operating Procedures (SOPs) is being considered with the WPV SOP expected to be finalised in the near future so the audit can commence. • a new KIA EV6 has been added to the vehicle fleet (218888), replacing an expiring Mitsubishi Outlander. • the updated 'Application to Home Garage a Vehicle' form has been uploaded to SharePoint. • the uniform samples should be available for trial soon. • the asset numbers for out of date laptop docks have been sent to CMTEDD Operations for a refresh. There will be 16 docks replaced across the agency with advice to follow soon for affected staff. • there will be de-escalation training sessions held this week for the Inspectorate and SOP Training (with Sch 2.2(a)(ii) and workers' compensation (with Sch 2.2(a)(ii) to follow soon. • the psychosocial training provided last week by Sch 2.2(a)(ii) was a great success. • demonstrations of the following enhancements resulting from Salesforce Phase 3 have been provided - public complaints, worksite visits and business licence applications.

Internal WHS

- there were no matters submitted on the WHS reporting system this week.

Finance Matters

- the month end process for September is being finalised.
- the last meetings are being conducted with the ACT Audit Office to finalise the 2023-24 financial statements.

Engagement matters

- the WorkSafe ACT Instagram site has been launched.
- a paper on a proposed mentoring program for emerging leaders and managers was discussed by SLT. Members were invited to provide written feedback to be incorporated prior to finalisation.

Strategy matters

- the 2023-24 WorkSafe ACT Annual Report has been provided to the Minister.
- the strategic plan has been finalised.
- there are ongoing discussions between WorkSafe and Work Safety Group (CMTEDD) around increasing fines for infringement offences.

Operational matters

- a number of investigation matters are ongoing and, of note, the action around the train at Weston Park.

Meeting closed at 11.10am

Minutes taken by Sch 2.2(a)(ii)

Sensitive not for distribution

From: "Craig, Andrew" <Andrew.Craig@worksafe.act.gov.au>
Sent: 17/10/2024 11:29 AM
To: "#OWHSC, All Staff" <#OWHSCAllStaff@act.gov.au>
Subject: SLT minutes - 15 October 2024
Attachments: SLT Outcomes -15 October 2024.pdf

OFFICIAL

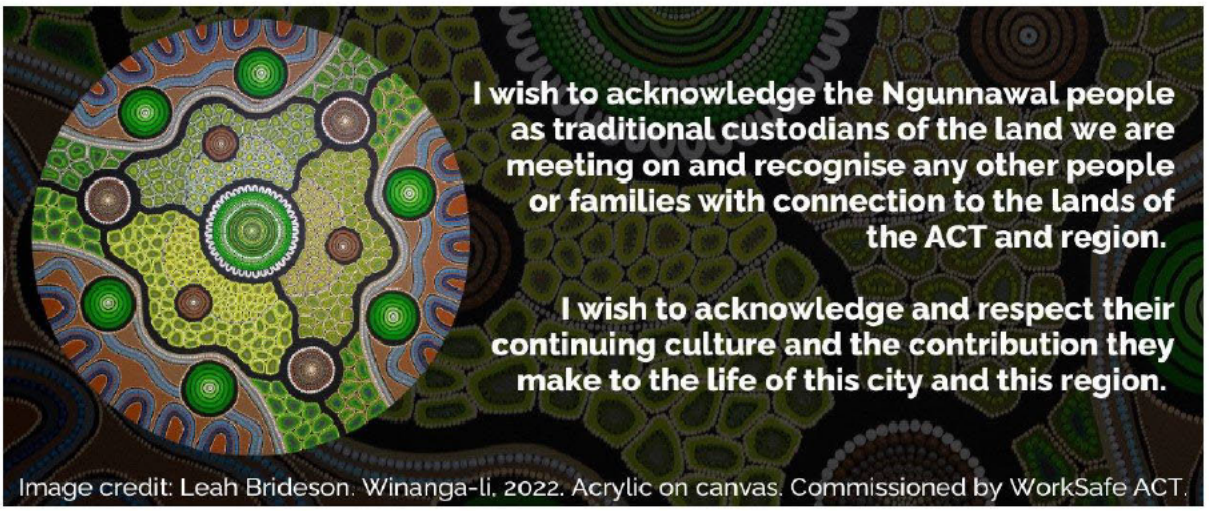
Dear All

Please find attached the minutes from the SLT Meeting held on 15 October 2024. If you have any queries, please contact your SLT representative.

Regards

Andrew

Andrew Craig | Executive Officer to the WHS Commissioner
Mobile: Sch 2.2(a)(ii) Email: andrew.craig@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601 | www.worksafe.act.gov.au



WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

SLT

15/10/2024

Location: Level 5, Nara Centre (MR5)

Attendees

- Bill Smith (Chair)
- Jacqueline Agius
- Midori Kobayashi
- Matt Davis
- Joel Hiscox
- Gemma Godwin
- Frank Cachia
- Andrew Craig

Apologies

- Amanda Grey

Admin

- Bill opened the meeting by welcoming everyone and giving the acknowledgement,
- there were no conflicts of interest identified.
- there were no actions arising with the exception of an ongoing matter, the development of the WorkSafe ACT Reconciliation Action Plan. It was reported that quotes had been received from two potential suppliers for further assessment.

Commissioner's Update

- the Commissioner has attended number of interstate meetings and forums lately – including the Heads of Workplace Safety Authorities.
- the Commissioner is very happy with the 2023-24 Annual Report and the recently produced Small Business Checklist. A HSR Toolkit has also been developed by the Strategy Team in advance of the upcoming HSR breakfast being held on 30 October.
- the National Safe Work Month activities are progressing well and it's great to see the Agency coming together to lend a hand and promote safe workplaces in the ACT.

Corporate matters including staff movements

- Sch 2.2(a)(ii) commenced as the Director of Legal Policy and Investigations on Monday, 14 October 2024. Welcome Sch 2.2(a)(ii)
- Sch 2.2(a)(ii) last day at WorkSafe will be this Thursday, 17 October 2024. Thank you for everything
- The recruitment process for the Director, Systems and Records Management has been finalised with Sch 2.2(a)(ii) being identified as the successful candidate - great work Sch 2.2(a)(ii)
- the recruitment process for the Assistant Director, Corporate, Governance and Procurement has been finalised with Sch 2.2(a)(ii) joining the team in early November.
- applications for the Finance Officer role will close this Wednesday, 16 October 2024.
- BellchambersBarrett is to firm up some milestone dates for the upcoming internal audit on the Standard Operating Procedures (SOPs).
- the Kia EV6 (218 888) is now branded with WorkSafe ACT decals.
- the Windows 11 rollout to all ACT Government assets will occur in the near future as necessary.
- the uniform samples have arrived and have been made available for feedback.

SENSITIVE - NOT FOR DISTRIBUTION

WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

- the Corporate Team has advised a number of vehicles have had dead batteries on a regular basis – this is being addressed with SGFleet.
- conflict de-escalation training was run last week and feedback has been positive.
- workers' compensation training with Sch 2.2(a)(ii) is scheduled for Monday and Wednesday next week.
- SOP training with Sch 2.2(a)(ii) is scheduled to begin on the morning of 30 October and then on the 6th and 13th of November with each session discussing a different SOP.
- feedback from the Engagement Team has been received regarding the 'Welcome to WorkSafe ACT' eLearning module.
- a minute has been drafted seeking the Commissioner's agreement to issue new inspector identification cards following the recent inspector training and induction process.
- the Systems Team has completed five run-through sessions with each inspectorate team, providing another session to TCCS this week for technical review. All the feedback will be sent back to ProQuest for further work and follow up sessions will be arranged before go-live

Internal WHS

- there was one WHS incident reported this week.

Finance Matters

- the Financial Management Report to 30 September 2024 was tabled and discussed showing expenditure in line with budget.

Engagement matters

- the next Industry Breakfast (HSRs) has been fully booked out.
- the 'Day in the Life of an Inspector' videos have been finalised and will be published soon.
- the Bunnings BBQ will be held next week and engagement activities at the Fyshwick Markets will be conducted soon.

Strategy matters

- the 2023-24 WorkSafe ACT Annual Report has been finalised and a hard copy will be provided to the Minister's Office this week.

Operational matters

- the team is looking into manufacturing, welding, workers' compensation and construction activities this week.

Meeting closed at 11.00am

Minutes taken by Sch 2.2(a)(ii)

SENSITIVE: NOT FOR DISTRIBUTION

From: "Craig, Andrew" <Andrew.Craig@worksafe.act.gov.au>
Sent: 25/10/2024 9:33 AM
To: "#OWHSC, All Staff" <#OWHSCAllStaff@act.gov.au>
Subject: SLT+ minutes - 23 October 2024
Attachments: SLT+ Outcomes -23 October 2024.pdf

OFFICIAL

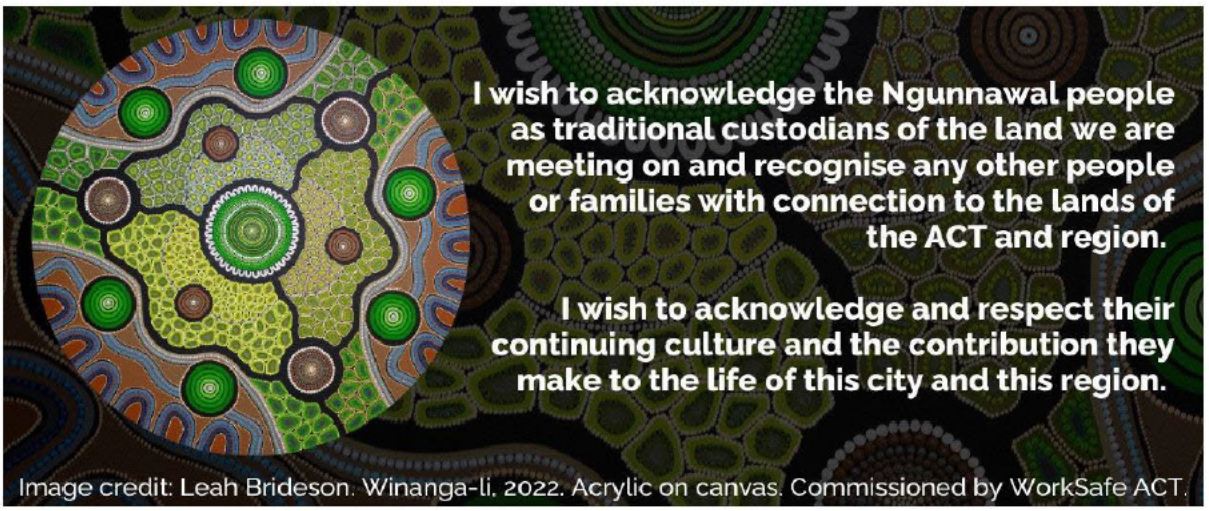
Dear All

Please find attached the minutes from the SLT+ meeting of 23 October 2024. If you have any queries, please contact your SLT+ member.

Regards

Andrew

Andrew Craig | Executive Officer to the WHS Commissioner
Mobile: Sch 2.2(a)(ii) | Email: andrew.craig@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601 | www.worksafe.act.gov.au



WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

23/10/2024

SLT +

ITEM
Location: Level 5, Nara Centre **Attendees** • Bill Smith (Chair) • Jacqueline Agius • Midori Kobayashi • Matt Davis • Joel Hiscox • Ray Ren • Gemma Godwin • Kris Johnston • Frank Cachia • Cath Matthews • Lydia Somerville • Crystal Wang • Duncan Cockburn • Tim Hutchens • Andrew Craig **Apologies** • Amanda Grey
Admin • Bill opened the meeting by welcoming everyone and giving the acknowledgement. • There were no conflicts of interest identified. • The ongoing action arising from previous meetings is the development of the WorkSafe ACT Reconciliation Action Plan which has progressed, and a meeting will be held with an Indigenous provider next week. **Commissioner's Update** • The Commissioner welcomed Sch 2.2(a)(i) to the Legal Policy and Investigations Team and thanked everyone for their commitment and work during NSWM. The Commissioner provided an overview of her recent speaking engagements and the greatly improved relationships with other ACT Government directorates. • The Commissioner met with Work Safety Group (CMTEDD), the MBA and the Canberra Business Chamber and spoke about the four successful prosecutions in the ACT in 2024 as well as the great improvements in data around workers' compensation. **Corporate matters** • There are seven recruitment actions in progress with some to be advertised imminently, noting there were over 100 applications for the ASO5 Finance Officer. • The SOGC Investigations Team has been agreed by the delegate - candidates will be notified shortly. • Sch 2.2(a)(ii) has been successful in securing a position in the Commonwealth Public Service with his last day in the office being 31 October – thank you for all your hard work Sch 2.2(a)(ii) and all the best in your future endeavours. • Sch 2.2(a)(ii) s returning to WorkSafe ACT from a temporary transfer on 1 November. • The next 'Penny for your Thoughts' on behaviours and conduct will be issued soon.

Sensitive Not for distribution

WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

ITEM
• There has been engagement with Converge International about running focus groups in November to discuss the outcomes of the recent PAW Survey. The Commissioner requested that the results from the PAW Survey are circulated with the SLT outcomes. • The next internal audit on Standard Operating Procedures (SOP) will commence soon. • The Agency's maturity assessment against the Protective Security Policy Framework is due soon. • The Corporate Team is arranging a case and screen protector with every mobile phone issued. • The Windows 11 upgrade will be rolled out soon and any old docks will be replaced. • The sgFleet report on WorkSafe ACT vehicles was tabled and showed low usage across the fleet. It was agreed by SLT+ to reduce the fleet from 13 to 11 vehicles when the leases of the next two Mitsubishi Outlanders finish in early 2025. • Workers' compensation training was held this week (thank you Amanda, Trent and Tony). SOP training is to be conducted next week. • The discussion on the internal training plan was held over until the next SLT+ meeting. • The WorkSafe ACT BBQ is to be held at Bunnings in Gungahlin on Friday. • There are no dates yet for the implementation of the new modules in Salesforce.

Internal WHS

- There were no matters submitted on the WHS reporting system this week.

Finance Matters

- The CPA Congress was held last week.

Engagement matters

- The Industry Breakfast (HSRs) is being held next week and is sold out.
- The first 'Day in the Life of an Inspector' has been formally released.

Strategy matters

- The 2023-24 WorkSafe ACT Annual Report is still under embargo due to the recent ACT Government election.
- The AIWS is holding its symposium this week which is being attended by WorkSafe ACT staff.

Operational matters

- The weekend WPVs are progressing well with industry taking notice of our presence.
- The issue of privacy and security of records was discussed with everyone reminded of the importance of securely storing documents. During this discussion it was noted that inspectors are required to delete photos from their work phones after returning to the office and downloading them onto Objective.
- A number of investigation matters are ongoing and, of note, the action around the miniature railway at Weston Park.
- A letter from the FWC about the alleged concerning interactions between the CFMEU and inspectors and managers of a State Government WHS regulator was discussed – everyone was reminded to stay alert.

Meeting closed at 11.45am

Minutes taken by Sch 2.2(a)(ii)

Sensitive not for distribution

From: "Craig, Andrew" <Andrew.Craig@worksafe.act.gov.au>
Sent: 31/10/2024 9:58 AM
To: "#OWHSC, All Staff" <#OWHSCAllStaff@act.gov.au>
Subject: No SLT meeting this week

OFFICIAL

Dear All – FYI.

There was no SLT meeting held this week, just in case you were wondering when the minutes would arrive!!!

Regards

Andrew

Andrew Craig | Executive Officer to the WHS Commissioner
Mobile: Sch 2.2(a)(ii) Email: andrew.craig@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601 | www.worksafe.act.gov.au



From: "Craig, Andrew" <Andrew.Craig@worksafe.act.gov.au>
Sent: 07/11/2024 4:11 PM
To: "#OWHSC, All Staff" <#OWHSCAllStaff@act.gov.au>
Subject: SLT+ minutes - 5 November 2024
Attachments: SLT+ Outcomes - 5 November 2024.pdf

OFFICIAL

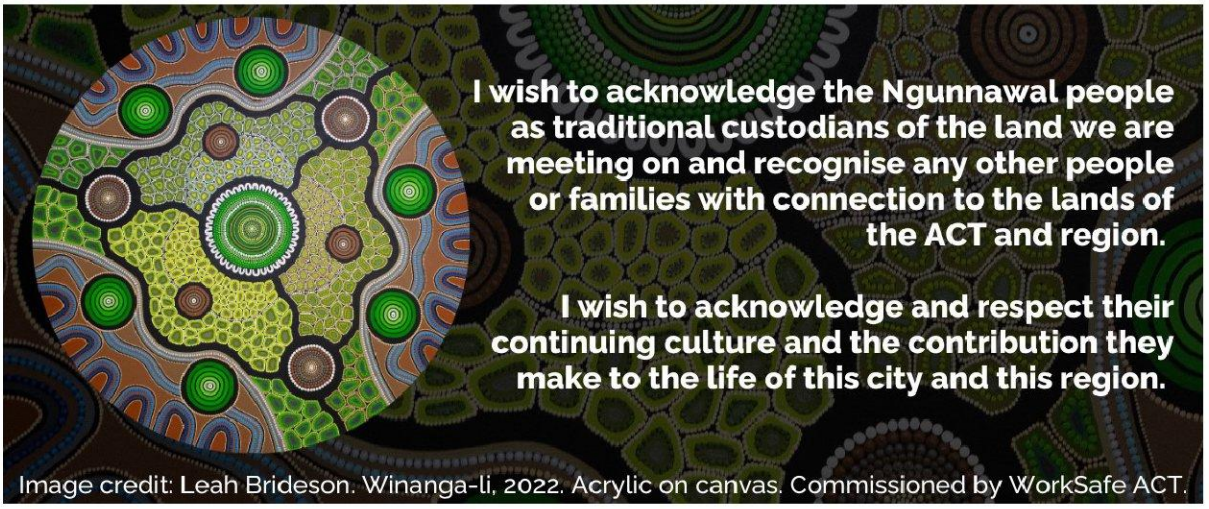
Dear All

Please find attached the minutes from the SLT+ meeting held this week. If you have any queries, please contact your SLT+ member.

Regards

Andrew

Andrew Craig | Executive Officer to the WHS Commissioner
Telephone: 6205 9019 Email: andrew.craig@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601 | www.worksafe.act.gov.au



WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

5/11/2024

SLT +

ITEM
Location: Level 5, Nara Centre **Attendees** • Bill Smith (Chair) • Josh Rynehart (Acting WHS Commissioner) • Midori Kobayashi • Matt Davis • Joel Hiscox • Cath Matthews • Duncan Cockburn • Andrew Craig **Apologies** • Jacqui Agius • Amanda Grey • Lydia Somerville • Crystal Wang • Kris Johnston • Frank Cachia • Gemma Godwin
Admin/commissioner's update • Bill opened the meeting by welcoming everyone and giving the acknowledgement. • There were no conflicts of interest identified. • The ongoing action arising from previous meetings is the development of the WorkSafe ACT Reconciliation Action Plan which has progressed well with a working group established and meetings set up for later in November. • Sch 2.2(a)(ii) advised that the new act government ministry would be announced in the coming days. • There have been a number of inspector cards issued in the last week as well as the revision of delegations due to staff movements. **Corporate matters** • The following staff movements have recently taken place – Sch 2.2(a)(ii) has moved from occupational hygiene to the investigations team and Sch 2.2(a)(ii) has transferred from the construction team to the occupational hygiene team. • Sch 2.2(a)(ii) has been successful in securing a temporary transfer to TCCS with effect from 8 November for three months. • Sch 2.2(a)(ii) commenced in the corporate team on 4 November; • Sch 2.2(a)(ii) returned from a temporary transfer on 1 November. • It is expected that there will be delays in shared services' processing times in the lead up to Christmas. • The focus groups to discuss the results of the recent people at work survey will be held in late November. • The HR delegations under the PSM Act are being finalised. • A meeting with the internal auditors has taken place to discuss the upcoming audit of a number of SOPs. • The Windows 11 upgrade has been rolled out to 32 laptops so far and will continue. • The uniform samples from Seears are being trialed.

Sensitive - not for distribution

ITEM
• The seating arrangements on level 5 are being examined to consider whether the current arrangements are fit for purpose. • Work on Salesforce is progressing with the rollout of additional functionality planned soon. • The proposed training plan for the second half of the 2024-25 financial year was discussed. It outlines the specific and contingency training for WorkSafe ACT staff planned up until 30 June 2025 and was supported by SLT+.

Internal WHS

- There were no matters submitted on the WHS reporting system this week.

Finance Matters

- The end of month process for October is being finalised.

Engagement matters

- The media coverage report was tabled and showed good engagement with local media outlets, extremely important during Safe Work Month. SLT+ members noted the great work done by the Engagement Team and WorkSafe ACT staff generally during NSWM
- There was positive feedback from respondents about the recent Industry Breakfast (HSRs) particularly around the interactive questioning process.
- The final Industry Breakfast (First Responders) for the year is to be held on 27 November with guest speakers Carrie Leeson (CEO, Lifeline Canberra) and Sch 2.2(a)(ii) ESA Commissioner).

Strategy matters

- An Incoming Minister's Brief is being drafted for Josh's consideration.

Operational matters

- A number of investigation matters are listed for the coming weeks.
- The pro-active campaign program for public schools is coming to an end with a ramping up of residential inspections in the lead up to Christmas.

Meeting closed at 11.20am

Minutes taken by Sch 2.2(a)(ii)

Sensitive not for distribution

From: "Craig, Andrew" <Andrew.Craig@worksafe.act.gov.au>
Sent: 18/11/2024 9:16 AM
To: "#OWHSC, All Staff" <#OWHSCAllStaff@act.gov.au>
Subject: SLT Outcomes - 12 November 2024
Attachments: SLT Outcomes -12 November 2024 (002).pdf

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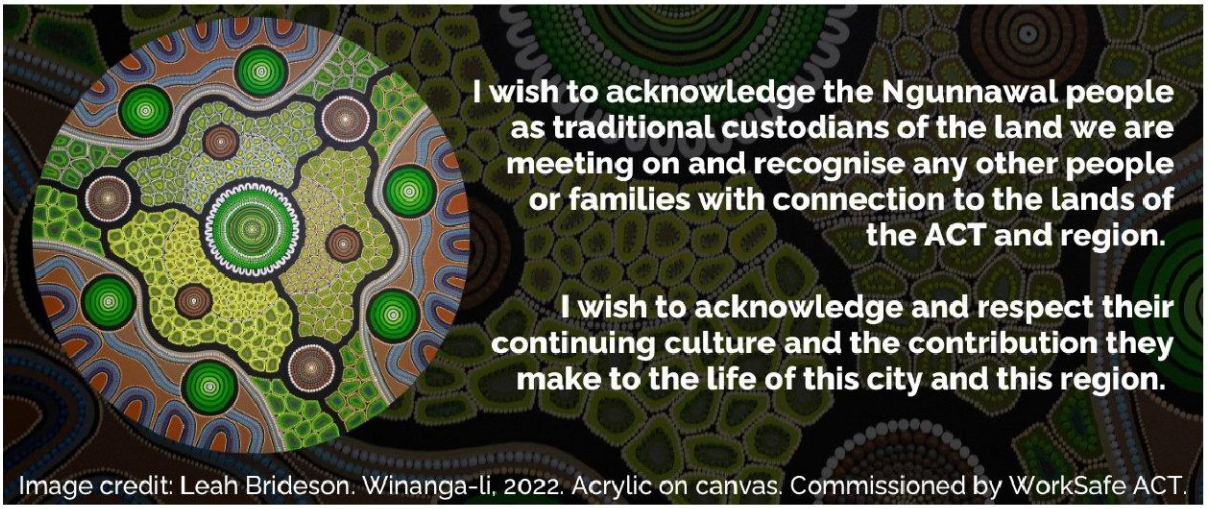
Dear All

Please find attached the outcomes of last week's SLT meeting. If you have any queries, please contact your SLT representative in the first instance.

Regards

Andrew

Andrew Craig | Executive Officer to the WHS Commissioner
Telephone: 6205 9019 Email: andrew.craig@worksafe.act.gov.au
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GPO Box 158 Canberra ACT 2601 | www.worksafe.act.gov.au



WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

SLT

12/11/2024

Location: Level 5, Nara Centre (MR5)

Attendees

- Bill Smith (Chair)
- Midori Kobayashi
- Joel Hiscox
- Gemma Godwin
- Frank Cachia
- Kris Johnston
- Andrew Craig

Apologies

- Jacqueline Agius
- Josh Rynehart
- Amanda Grey
- Matt Davis

Admin

- Bill opened the meeting by welcoming everyone and giving the acknowledgement,
- There were no conflicts of interest identified.
- There were no actions arising with the exception of an ongoing matter, the development of the WorkSafe ACT Reconciliation Action Plan (RAP). The first meeting of the WorkSafe ACT RAP Working Group was held on 13 November.
- The Minister for Skills, Training and Industrial Relations, Michael Pettersson MLA is WorkSafe ACT's new Minister.

Corporate matters including staff movements

- Sch 2.2(a)(ii) have been promoted to SOGCs in the Investigations Team – congratulations both. Sch 2.2(a)(ii) also starts with the Team on 18 November.
- WorkSafe ACT's graduate Sch 2.2(a)(ii) is due to return to WorkSafe ACT on 2 December with Sch 2.2(a)(ii) final day being 29 November – thank you for all your great work Sch 2.2(a)(ii)
- Shortlisting for the ASO6 Strategic Coordinator role will be undertaken this week with interviews planned for next week.
- The five updated SOPs with recommended focus areas have been provided to the internal auditors. A quote and timeframe will be provided by BellchambersBarrett soon to progress this work.
- The Corporate team is preparing test scenarios for the WorkSafe ACT Business Continuity Plan for the WorkSafe ACT Audit and Risk Committee (ARC) to consider - the next ARC meeting will be held on 9 December.
- The Corporate team is conducting an annual review of the Vehicle Use and Home Garaging Guidelines as part of continuous quality improvement.
- The new Chief Fire Warden for the Nara Centre is Dany, covering the position while Sch 2.2(a)(ii) s on transfer.
- The 'Reporting Corruption to the ACT Integrity Commission' eLearning module has been assigned to all WorkSafe ACT staff to complete. The module takes approximately seven minutes to complete, however it contains important information so it should be undertaken as soon as possible. All staff are also reminded to complete all their mandatory e-learning modules in a timely manner.

CURRENTLY NOT FOR DISTRIBUTION

WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

- A session of Corporate Induction training for new staff has been scheduled for 22 November.
- A SOP training session was run on 13 November and covered the prohibition notices. The final SOP training session is scheduled for next Wednesday (20 November) and will cover infringement notices.
- Code of Practice training sessions for the inspectorate are scheduled to begin on 4 December beginning with the "How to Manage Work Health and Safety Risks Code of Practice". The following session will be "Managing the Work Environment and Facilities Code of Practice'.
- Salesforce Production release will be on 25 November and planning to go live on 2 December.
- File structures and workflows in Objective will be worked through with each team commencing soon.
- SLT + will be having its annual planning day on Wednesday 20 November. Members of SLT + will be out of the office for most of the day but will be making contact with the team throughout. Bill is available if there are any questions about the planning day.

Internal WHS

- There were no WHS incidents reported this week.

Finance Matters

- The Finance team is drafting a response to the audit survey.
- The ASIC annual renewal process has been commenced and Finance will soon be in contact with the relevant areas to collect the information.

Engagement matters

- WorkSafe ACT presented its fundraising cheque to Lifeline last week.
- The next Industry Breakfast (First Responders) will be held on 27 November.

Strategy matters

- The data for October 2024 has been prepared.

Operational matters

- There are a number of legal matters in train.
- There will be a ramp in activities in the retail sector in the lead up to Christmas.

Meeting closed at 10.45am

Minutes taken by Sch 2.2(a)(ii)

SENSITIVE: NOT FOR DISTRIBUTION

From: "Craig, Andrew" <Andrew.Craig@worksafe.act.gov.au>
Sent: 28/11/2024 9:57 AM
To: "#OWHSC, All Staff" <#OWHSCAllStaff@act.gov.au>
Subject: SLT minutes - 26 November 2024
Attachments: SLT Outcomes -26 November 2024.pdf

OFFICIAL

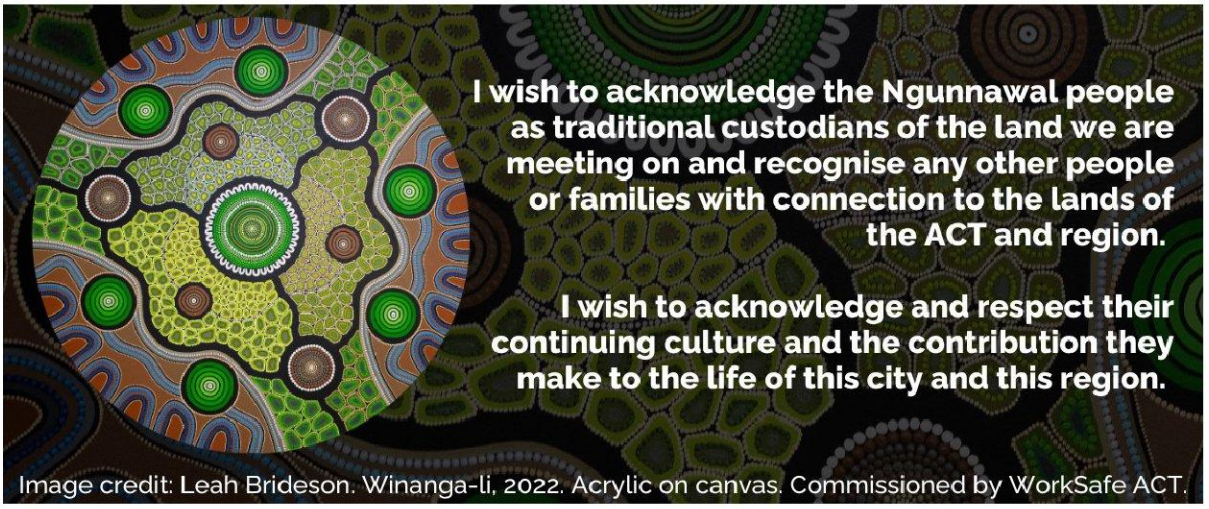
Dear All

Please find attached the minutes from this week's SLT meeting. If you have any queries, please contact your SLT member.

Regards

Andrew

Andrew Craig | Executive Officer to the WHS Commissioner
Telephone: 6205 9019 Email: andrew.craig@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601 | www.worksafe.act.gov.au



WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

SLT

26/11/2024

Location: Level 5, Nara Centre (MR5)

Attendees

- Bill Smith (Chair)
- Jacqui Agius (WHS Commissioner)
- Midori Kobayashi
- Matt Davis
- Joel Hiscox
- Frank Cachia
- Gemma Godwin
- Kane Sinclair

Apologies

- Amanda Grey
- Andrew Craig

Admin

- Bill opened the meeting by welcoming everyone and giving the acknowledgement.
- There were no conflicts of interest identified.
- The initial meeting for the development of the Reconciliation Action Plan (RAP) has been held. A follow-up meeting is scheduled for 27/11 to continue progressing the action plan. The Commissioner was pleased with the progress, highlighting the positive cultural shift within the agency coming from the work on the RAP.

Commissioner's Update

- The Commissioner noted that the SLT+ planning day was very productive, with discussions set to continue into the new year. [redacted] s working on several outcomes/initiatives that came out of the meeting, which will be discussed further by the SLT. The Commissioner has now had two positive meetings with the new Minister for Skills, Training and Industrial Relations, Michael Pettersson. She was encouraged by the new Minister's eagerness to support the work of WorkSafe ACT, with the Minister keen to have more regular meetings and expressing interest in advancing the Agency's priorities.

Internal WHS

- SLT discussed in detail a serious incident of bullying at WorkSafe ACT. The Commissioner expressed her strong disapproval, reinforced the Agency's zero-tolerance policy on bullying and harassment, and her concern for the target of the bullying.
- Emphasis was placed on the seriousness of the incident and the need for appropriate action. The SLT agreed:
  - [redacted] will meet with all staff to discuss the matter
  - a Preliminary Assessment will be undertaken in accordance with the ACTPS Enterprise Agreement (EA).
  - an all-staff email will be circulated reaffirming the standards expected of government employees/WorkSafe ACT staff.
- SLT recognised that the action of one individual do not reflect the professionalism and good conduct of the staff at WorkSafe ACT.

SENSITIVE NOT FOR DISTRIBUTION

Corporate matters including staff movements

- HR kindly requests that all recruitment panel Chairpersons keep the HR team informed of updates as they occur. This will save the HR team from having to reach out weekly for updates and will make the process more efficient.
- EA Bargaining is about to re-commence. HR will send an email to all SOGAs and Executives requesting new claims to be put forward for the bargaining.
- The PAW Survey focus groups were held 25-26 November. Feedback from the facilitator (Converge) was very positive. A report with recommendations will be sent to WorkSafe ACT within two weeks after all focus groups are complete.
- Sch 2.2(a)(ii) position at the Australian Public Service Commission has been extended to February 2026. The HR and Engagement teams are looking at possible arrangements to fill Sch 2.2(a)(ii) position.
- Sch 2.2(a)(ii) has now advised an official name change to Sch 2.2(a)(ii)
- The Corporate team is working on extending Sch 2.2(a)(ii) contract as the Chair of our Audit & Risk Committee for the 2025-26 fiscal year.
- The internal audit for Standard Operating Procedure Compliance will begin mid-December.
- HR and Capability are conducting a second review of the WorkSafe ACT Study Assistance Guidelines to accommodate the Diploma of Government Inspections, which will be offered again next year.
- The first Code of Practice Review session focused on "How to Manage Work Health and Safety Risks" is scheduled for Wednesday, 4 December.
- The Salesforce training on the new enhancements is scheduled for 27/11.
- HRIMS mandatory learning is currently at 26.5% for the Agency. Staff are encouraged to complete as much learnings as possible during the quieter periods in December and January.
- SLT noted there has been a lot of training undertaken recently, and staff might be experiencing training fatigue. There are a few training modules still being rolled out, however once completed the Corporate team will look to pare back training in the next few months.
- Staff are encouraged to complete the Your Voice 2024 ACTPS WHS survey which will close at midnight on Monday 9 December.
- The Systems Team is working with ProQuest and TCCS to progress Salesforce deployment stage.

Finance Matters

- The Finance team is working on budget adjustments for the 2024-25 budget review.
- Please respond to Sch 2.2(a)(ii) on any updates to the ACTIA insurance renewal by COB Friday, 29/11.

Engagement matters

- The Engagement team recently held a planning day focused on innovative ideas for the next year. The team agreed to reduce the number of breakfasts and utilise other technology for engagement, such as podcasts.

Strategy matters

- The timeframe for finalisation of WorkSafe ACT's next four year Strategic Plan and C&E Policy has been extended to early 2025, to allow for further consultation and the new Minister's input.

Operational matters

- The C&E team continues to implement its retail plan with positive results
- Feedback from the construction industry indicates that there is unlikely to be a traditional slow period over December and January, breaking from shutdown trends.
- The C&E team will look at leave arrangements during this period to ensure staff are able to access planned leave, and the Agency retains its capability.

Meeting closed at 11:20 am

Minutes taken by Sch 2.2(a)(ii)

SENSITIVE NOT FOR DISTRIBUTION

From: "Craig, Andrew" <Andrew.Craig@worksafe.act.gov.au>
Sent: 09/12/2024 9:19 AM
To: "#OWHSC, All Staff" <#OWHSCAllStaff@act.gov.au>
Subject: SLT+ minutes - 3 December 2024
Attachments: SLT+ Outcomes - 3 December 2024.pdf

OFFICIAL

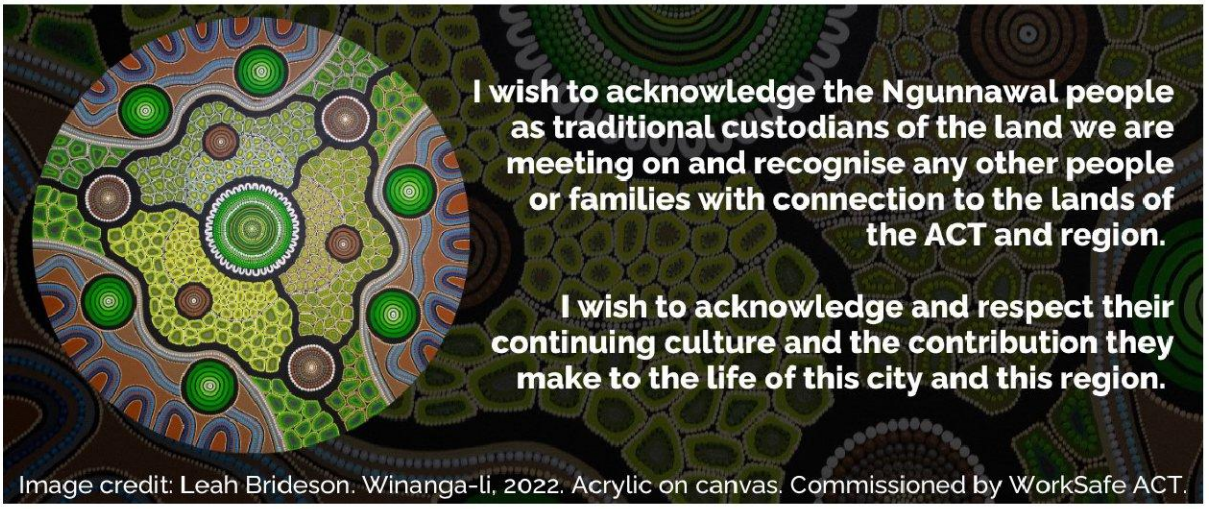
Dear All

Please find attached the minutes from last week's SLT+ meeting. If you have any queries please contact your SLT+ member.

Regards

Andrew

Andrew Craig | Executive Officer to the WHS Commissioner
Telephone: 6205 9019 Email: andrew.craig@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601 | www.worksafe.act.gov.au



WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

3/12/2024

SLT +

ITEM
Location: Level 5, Nara Centre **Attendees** • Bill Smith (Chair) • Jacqueline Agius • Midori Kobayashi • Matt Davis • Kris Johnston • Cath Matthews • Frank Cachia • Lydia Somerville • Crystal Wang • Alysha Stokoe • Gemma Godwin • Shaun Mitchell • Andrew Craig **Apologies** • Amanda Grey • Joel Hiscox • Tim Hutchens • Ray Ren • Duncan Cockburn
Admin/Commissioner's update • Bill opened the meeting by welcoming everyone and giving the acknowledgement, • There were no conflicts of interest identified. • The ongoing action arising from previous meetings is the development of the WorkSafe ACT Reconciliation Action Plan which has progressed well with two meetings of the working group being held and work being formally commenced on putting together the document. **Commissioner's Update** • The Commissioner encouraged everyone to take the time to complete the 'Your Voice 2024 Survey' as it provides a good opportunity for feedback. • The Commissioner attended the CITC Annual General Meeting and met with Work Safety Group and the Fair Work Ombudsman (FWO). The meeting with the FWO specifically discussed how to manage respect at work obligations. **Corporate matters** • There are a number of recruitment actions in progress and acting arrangements in place in the lead up to Christmas/January. • An email advising of the process to follow in terms of requesting a workstation assessment has been sent to all staff. • There is training around codes of practice planned for December. • The 'fix' for Salesforce is in train and will hopefully be ready to go from 16 December. • The Minister is visiting the WorkSafe ACT office on 11 December (**Note:** subsequent to SLT + this visit has been rescheduled to 22 January 2025).

Sensitive not for distribution

WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

ITEM
Internal WHS • There were no matters submitted on the WHS reporting system this week.
Finance Matters • The monthly report for November 2024 will include details on infringement notices.
Engagement matters • The media coverage report for November 2024 was tabled and showed good engagement with local media outlets. • There was positive feedback from respondents about the recent Industry Breakfast (First Responders). • An end of year newsletter will be published next week.
Strategy matters • The 2023-24 WorkSafe ACT Annual Report was formally tabled on 3 December. • The Compliance and Enforcement Policy and Strategic Plan have been out for public consultation with three responses received.
Operational matters • The last day of the retail campaign was 3 December with work turning to residential construction in the lead up to Christmas and then Summernats - the Operations Plan for Christmas is just being finalised. • The EAP Critical Incident Support Team will be at WorkSafe ACT on 5 December. • There has been good interest in the rotation policy in the inspectorate. • The quality assurance of notices will focus more on prohibition and infringement notices rather than infringement notices. • There was general discussion on the reports for workplace visits and the rollout of the Salesforce enhancements
Meeting closed at 10.50am

Minutes taken by Sch 2.2(a)(ii)

Sensitive not for distribution

From: "Craig, Andrew" <Andrew.Craig@worksafe.act.gov.au>
Sent: 12/12/2024 4:27 PM
To: "#OWHSC, All Staff" <#OWHSCAllStaff@act.gov.au>
Subject: SLT minutes - 10 December 2024
Attachments: SLT Outcomes -10 December 2024.pdf

OFFICIAL

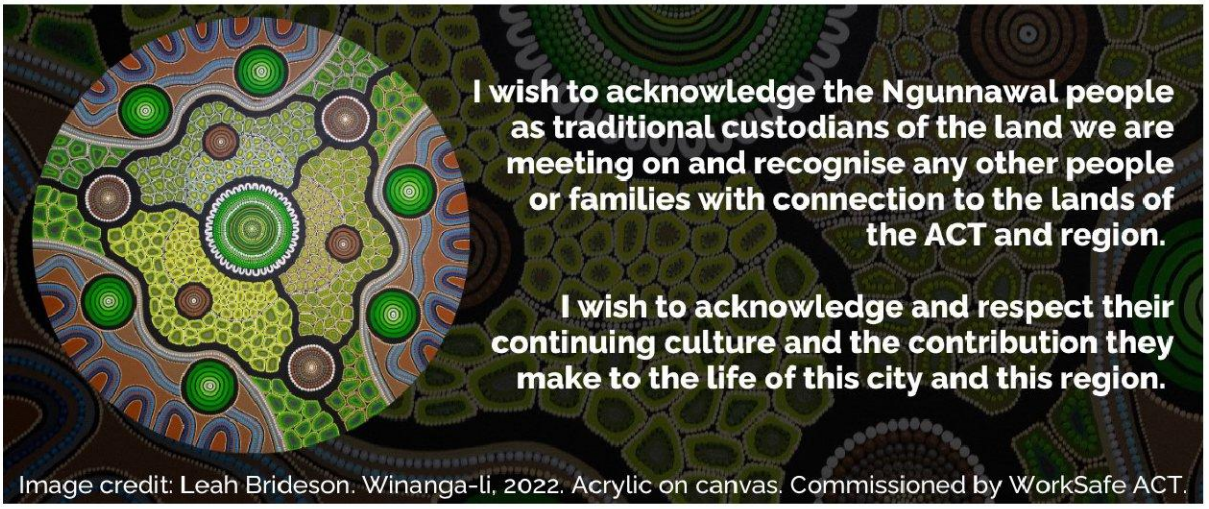
Dear All

Please find attached the SLT minutes from 10 December 2024. If you have any queries, please contact your SLT member.

Regards

Andrew

Andrew Craig | Executive Officer to the WHS Commissioner
Telephone: 6205 9019 Email: andrew.craig@worksafe.act.gov.au
Office of the Work Health and Safety Commissioner
GPO Box 158 Canberra ACT 2601 | www.worksafe.act.gov.au



WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

SLT

10/12/2024

Location: Level 5, Nara Centre (MR5)

Attendees

- Bill Smith (Chair)
- Jacqueline Agius
- Midori Kobayashi
- Joel Hiscox
- Gemma Godwin
- Frank Cachia
- Matt Davis
- Andrew Craig

Apologies

- Amanda Grey

Admin

- Bill opened the meeting by welcoming everyone and giving the acknowledgement,
- There were no conflicts of interest identified.
- There were no actions arising with the exception of an ongoing matter, the development of the WorkSafe ACT Reconciliation Action Plan (RAP). A draft of the RAP has been provided to the working group for discussion.

Commissioner's Update

- The Commissioner attended a number of meetings this week including the final WorkSafe ACT Audit and Risk Committee for the year where the Independent Chair, Sch 2.2(a)(ii) congratulated the agency on 2024. She also attended a meeting with Safe Work South Australia on enforceable undertakings and investigations.
- The Commissioner discussed the draft report produced as a result of the recent People At Work Focus Groups. There was some discussion generated as a result noting that a follow up meeting with Converge has been arranged.

Corporate matters including staff movements

- There are a number of active recruitment actions currently underway.
- There have been issues with some of the WorkSafe ACT vehicles around charging which are being addressed.

Internal WHS

- There were no WHS incidents reported this week.

Finance Matters

- The end of month report for November 2024 is being prepared.

Engagement matters

- The survey results of the recent Industry Breakfast (first responders) were tabled and showed a very positive rating across content, feedback and the venue.

SENSITIVE: NOT FOR DISTRIBUTION

WORKSAFE ACT SAFE + HEALTHY WORKPLACES

MEETING OUTCOMES

Strategy matters

- The data for November 2024 is being prepared.

Operational matters

- There are a number of legal matters in train.
- There has been a ramp up in activities in the retail sector in the lead up to Christmas.

Meeting closed at 11.00am

Minutes taken by Sch 2.2(a)(ii)

SENSITIVE: NOT FOR DISTRIBUTION