



# Trades and Labour Council

OF THE AUSTRALIAN CAPITAL TERRITORY INC.

Telephone (06) 247 7844  
Facsimile (06) 257 6638

President:

Secretary:

PO Box 279  
Dickson ACT 2602  
17 Woolley Street  
Dickson, ACT



Mr. Simon Corbell  
Minister for Industrial Relations.  
ACT Legislative Assembly

Dear Mr. Corbell,

I write in regards to the proposition that the ACT Government fund an Occupational Health and Safety Officer, and that this position be based at the Trades and Labour Council.

Whilst there has been a precedent established in the past, under earlier Labour administrations, I am of the view that the contemporary situation warrants serious consideration of the proposal.

Further I believe that, if the case were properly argued, there would be support from the various employer organisations in the Territory, as well as the broader community.

I draw your attention to the following:

- Although it is difficult to determine just what the exact cost is of Occupational Health and Safety matters to the ACT, we do know that nationally the figure is in excess of \$20 billion.
- For a variety of reasons- many complex, such as the collapse of HIH, and September 11- workers' compensation premiums are escalating to such a degree that the viability of a number of local businesses and companies is being jeopardised.
- The legislation surrounding workers compensation is vexed, and incomplete.
- Compounding the legislative backdrop is the proposal to review the Territory's Occupational Health and Safety Act.
- Appropriate responses to workplace injuries, disease and related matters are varied.
- There is a surprising degree of unanimity with the view that Occupational Health and Safety legislation is only as good as its application.
- Rehabilitation and recovery have a high familial and social component.

It is reasonable to say that the standard of Occupational Health and Safety in any community is determined, in the end, by the attitudes and practices which are brought to the workplace by employers and employees; both of the latter, for example, albeit for

possible different reasons, can take shortcuts in work organisation with the same calamitous outcomes. Or they can both, unwittingly, adhere to unsafe work practices.


Whatever example is chosen it is critical to note effective intervention is possible.

Our organisation is strongly of the view that a separate Occupational Health and Safety officer based at the TLC would be beneficial to both employees and employers alike.

Please find hereunder what we consider to be an initial consideration of duties.

May I say in closing that should you wish to further discuss this matter, I would be only too happy to provide greater elaboration.

In Unity



Jeremy Pyner  
Secretary  
4 December 2001

**DUTY STATEMENT**  
**OH&S OFFICER**

1. Promote the statutory provision of OH&S representative training to employers in both the private and public sectors.
2. Assess and identify the OH&S training needs of employers in both the private and public sectors.
3. Design and conduct OH&S training sessions for particular industry groups in both the public and private sectors.
4. Provide reports to the ACT government on local OH&S trends/issues when requested by the relevant Minister and/or the TLC Secretary.
5. Liaise and negotiate with clients, including employer bodies and affiliated unions, to establish and maintain a positive relationship concerning OH&S issues.
6. Promote best practice OH&S principles within the ACT.
7. Assist in the coordination and preparation of Occupational Health and Safety educational and promotional materials.
8. Assist in the co-ordination of various Occupational Health and Safety committees.
9. Provide a written report of activities conducted every six months.



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Jeremy Pyner called  
message: Jeremy was spoken  
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are fairly relaxed about the  
OHS position.  
Pls call.  
6247 7844.

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**2014 - 15 Whole of Government Administrative Savings Initiative:  
Review of ACT Government Grants**

<b>Name of Grant</b>	<b>UnionsACT OHS Liaison Officer</b>	<b>Grant Reference No :</b>	N/A
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**Administration of Grant**

<b>Responsible Directorate:</b>	Chief Minister, Treasury and Economic Development Directorate		
<b>Responsible Business Unit:</b>	Workplace Safety and Industrial Relations Division		
<b>Contact Officer:</b>	Rohan Kapur		
<b>Contact Officer's Telephone No:</b>	6207 4268	<b>Email:</b>	rohan.kapur@act.gov.au
<b>No. of FTEs: (or FTE fraction):</b>	1		

**Financial Details**

Grant Appropriation				
2012-13	2013-14	2014-15	2015-16	2016-17
115,000	118,000	TBA	TBA	TBA

**Other Information**

**Authority by which the Grant was established**

As part of the 2003/04 Second Appropriation, the Assembly agreed to fund an Occupational Health and Safety Liaison Officer employed by UnionsACT to promote OHS awareness, particularly in private sector workplaces, and to provide OHS training to employees and employers. Funding is at the ASO 6 level plus on-costs, and is currently administered as a service purchase payment. This is now being regularised as a grant. See also CAB12/383.

**Purpose of Grant**

The officer's role is to: improve access to reputable information and advice on WHS matters in the community; increase awareness and understanding of work health and safety, both generally and in relation to specific hazards and risks; encourage and assist duty holders to achieve compliance with WHS laws and standards; ensure high quality training is, and remains, accessible to workers, Health and Safety Representatives (HSRs) and other relevant parties.

**Target Group**

UnionsACT

**Method and Frequency of Evaluation**

The grant was last externally reviewed in 2011 by Robert Knapp, Chair of the Work Safety Council (established under the Work Health and Safety Act 2011). The report, and government response, was tabled in the Assembly in 2012. Mr Knapp is currently engaged to conduct a follow-up review and will report his findings in early 2015. In addition to these external reviews, UnionsACT reports quarterly on the activities undertaken by the WHS Liaison Officer in accordance with key performance indicators. We are in the process of changing this quarterly reporting to annual reporting. Finalising this has been delayed because UnionsACT is currently without a Secretary. The new Secretary, Mr Alex White, will commence his role in mid December.

**Other Comment**

We are in the process of negotiating new arrangements with UnionsACT. They currently report and invoice us quarterly. Given the success and longevity of this funding arrangement, we are seeking for this to occur annually to reduce the administrative burden. UnionsACT is currently reimbursed a variable amount for 'on-costs', we are seeking to have this changed to a fixed amount to allow greater budgetary certainty. We will conclude this process through a Deed of Grant that makes explicit the obligations of UnionsACT and the ACT Government.



## REVIEW OF WHS LIAISON OFFICER FUNDING

### BACKGROUND

The *Appropriation Act 2003-2004 (No 2)* commenced operation on 1 October 2003 and made provision for additional ongoing funding to assist UnionsACT to meet the costs of employing an OHS Liaison Officer (referred in this Review as the WHS Liaison Officer). The Government agreed to fund a person at the ASO6 equivalent level, including salary and on costs (currently \$118,000).<sup>1</sup> The role of the liaison officer is to promote WHS awareness, particularly in private sector workplaces, to provide advice on WHS legislation and issues and to encourage WHS training by employees and employers.

In April 2011 the Public Accounts Committee recommended that the Chief Minister and Cabinet Directorate “in conjunction with the ACT Work Safety Council, review the effectiveness of the service provided by UnionsACT for the work safety liaison and education program in the occupational health and safety space”.<sup>2</sup>

In accordance with this recommendation, in September 2011, the Chair of the ACT Work Safety Council, Mr Robert Knapp, undertook a review of this position and found it to be effective in that the activities and performance of the officer are meeting the objectives and outcomes expected by the Government.<sup>3</sup>

The final Report was agreed at the Work Safety Council meeting in February 2012 and tabled in the Assembly on 20 March 2012. A Government Response, tabled in the Assembly on 23 August 2012, welcomed the findings of the Review, and agreed to commence a further review of the position in the final quarter of 2014. This Review gives effect to that undertaking. A copy of the Terms of Reference for this Review is at **Attachment A** to this report.

### CONSULTATION PROCESS

To inform the Review, discussions were held with Mr Alex White, Secretary, UnionsACT and with Mr Lachlan Abrahams, the WHS Liaison Officer with UnionsACT. In addition, telephone conversations were held with a number of individuals who were provided as references by Mr Abrahams. These individuals comprised union officials, ACT and Commonwealth public servants and private sector managers. A list of the individuals consulted as part of this Review process is at **Attachment B** to this report.

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<sup>1</sup> *CMTD 2013-14 Annual Report*, Vol 2. 102, available at:  
[http://www.cmd.act.gov.au/data/assets/pdf\\_file/0006/644064/CMTD-Annual-Report-Volume-2.pdf](http://www.cmd.act.gov.au/data/assets/pdf_file/0006/644064/CMTD-Annual-Report-Volume-2.pdf).

<sup>2</sup> Standing Committee on Public Accounts, Report on Annual and Financial Reports 2009–2010 (April 2011, Report 16), rec 16 at 4.54.

<sup>3</sup> Work Safety Council. Review of OHS Liaison Officer Funding (2011), rec 1.

## FINDINGS

### Intended Purpose of the Funding

In the *Appropriation Act 2003-2004 (No 2)*, which came into effect on 1 October 2003, provision was made for ongoing funding to assist UnionsACT to meet the costs of employing a WHS liaison officer. The ACT Government agreed to fund a person at the ASO6 equivalent level, including salary and on costs.<sup>4</sup>

Following a recruitment process conducted by UnionsACT, a WHS Liaison Officer, Mr Abrahams, commenced with UnionsACT on 8 December 2003. A copy of the UnionsACT's duty statement for the WHS liaison officer position is at **Attachment C** to this report.

Funding for the WHS Liaison Officer is included in the ACT Government budget, and is administered as a grant. Invoices are provided by UnionsACT and are paid on a quarterly-in-arrears basis.

For 2014-15, funding of \$118,000 has been provided by the ACT Government to UnionsACT to cover this position. This funding covers the WHS Liaison Officer's salary, on-costs and overheads, as well as the expenditure associated with the administration and operation of the position within UnionsACT.

### Role of the UnionsACT WHS Liaison Officer

#### Advisory and Liaison Activities

One of the key roles of the WHS Liaison Officer is to ensure that all UnionsACT affiliates have an active voice in the ACT Government's legislative program relating to workplace health and safety issues, including amendments to the *Work Health and Safety (WHS) Act 2011* and associated regulations and the implications for the ACT of Australia's harmonised workplace health and safety legislation. The role is intended to actively support the Secretary of UnionsACT in his role as a member of the ACT Work Safety Council.

The position also has an educational role to provide information to union affiliates and public and private sector workers and employers (including health and safety representatives (HSRs)) on the ACT WHS legislation and the implications of any changes to that legislation. The position also provides advice, including clarification of and interpretation on WHS legislative issues, codes of practice and standards.

The WHS Liaison Officer is expected to provide advice and guidance on the selection and election of HSRs to workers and employers in the ACT.

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<sup>4</sup> See: *2004-05 Budget Paper No. 3* p. 170

[http://www.treasury.act.gov.au/budget/budget\\_2004/srcfiles/paper3/16\\_initiatives\\_explained.pdf](http://www.treasury.act.gov.au/budget/budget_2004/srcfiles/paper3/16_initiatives_explained.pdf)

Since the position's establishment, a number of public and private sector employers have contacted the WHS Liaison Officer to discuss WHS issues, policy and procedure requirements, safety systems and training needs.

Recent activities undertaken by the WHS Liaison Officer relating to his advisory and liaison responsibilities include:

- being the UnionsACT representative at the WHS Council in February 2013;
- being the UnionsACT representative on the WHS Bullying Committee in April 2013;
- participating in a NTEU OHS planning meeting;
- participating in Australian Nurses Federation delegates training;
- participating in CrimTrac's National Safety Week activities;
- providing specific assistance to the Canberra-based community group, Southside Community Care, to help them set up practical WHS systems across the organisation;
- providing bullying training, risk assessment [REDACTED]
- participating in Australian Nursing and Midwifery Federation WHS delegate training; and
- participating in Australian Education Union Delegates training.

Over the years, the WHS Liaison Officer has offered a "walk in" as well as phone and email WHS advisory service. He has been invited to visit public and private sector employers to discuss a range of WHS issues. These visits have included audits of their safety systems including reporting requirements, training needs, policy and procedures, safety systems, and dealing directly with specific workplace WHS issues.

The WHS Liaison Officer has provided advice to employers on safety training, safe work method statements, policies and procedures, codes of practice, standards, legislation and safety equipment.

Since the last review, the quarterly reports provided by the WHS Liaison Officer to the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) indicate that the WHS Liaison Officer has been receiving about 10 calls and emails per month covering WHS liaison and advisory matters. These range from simple questions and requests covering standards or codes of practice to complex WHS problems which may require a site visit or referral to ACT WorkSafe. In addition, the WHS Liaison Officer has been averaging 20 hours per month providing advice to UnionsACT and its affiliates on WHS laws and codes of practice. The WHS Liaison Officer carried out 13 inspections or audits of work sites during 2013 and 18 inspections or audits of worksites during 2014.

Major issues on which the WHS Liaison Officer has provided advice or assistance over the last two calendar years have included:

- clarifying the interpretation of the ACT WHS legislation including relevant regulations, codes of practice, standards and guidelines;
- clarifying WHS jurisdictional issues;
- providing advice on risk management training and safe work method statements (SWMS);
- providing advice on HSR and entry permit holder (EPH) training requirements and training credentials;
- issues around workplace incidents and reporting (including the problem of underreporting) and the application of workplace improvement notices and the roles and duties of persons conducting a business or undertaking (PCBUs);
- issues around fall protection, ergonomics, asbestos and electrical tagging; and
- issues around stress and bullying, fatigue management, occupational violence and traumatic workplace incidents.

The WHS Liaison Officer was involved in extensive liaison between the ACTU and Comcare on the new HSR 5 day and 1 day refresher courses. He was also involved in the review of WorkSafe Australia's draft codes on bullying. He has participated in weekly one hour radio interviews on 2XX's "ACT@Work Program" talking about WHS issues in Canberra.

The WHS Liaison Officer also conducts research on and investigations into WHS issues affecting the ACT and keeps in touch with relevant developments in Australia and overseas. Advice based on this research has been given by the WHS Liaison Officer to many past course participants and other interested parties. Recent advice based on this research has included fatigue, impairment and quad bike safety.

#### Workplace Safety and HSR Training

As outlined in the previous section, the position of WHS liaison officer is expected to assess the WHS training needs of employees and employers in the ACT public and private sectors and, if required, facilitate employees and employers accessing appropriate training to meet those needs.

However, data included in the WHS Liaison Officer quarterly reports and in the UnionsACT's Annual Reports indicate that since the last review in 2011 a greater proportion of the WHS Liaison Officer's time and resources is spent in the actual delivery through WorkWatch of WHS training to employees working in ACT workplaces. Based on the quarterly performance reports provided by the WHS Liaison Officer to the CMTEDD, in 2013 and in 2014 the WHS Liaison Officer was involved in delivering training to an average of about 250 HSRs each year.

The WHS Liaison Officer has directly delivered training in a number of different modules covering HSR, WHS committee, managers and refresher training. Also, the WHS Liaison

Officer has run two types of safety representative training: the five-day Commonwealth HSR training and the five-day ACT HSR training for ACT Government and private sector employees. He has also run specific half day training courses on manual handling, bullying and risk management. Based on the quarterly performance reports provided by the WHS Liaison Officer to the CMTEDD, during the 2013 calendar year, there were 45 WHS training days provided by the WHS Liaison Officer (including entry permit training sessions). For the 2014 calendar year, there were 92 WHS training days provided by the WHS Liaison Officer.

Because the WHS Liaison Officer has been directly involved in the delivery of WHS training, he has had regular contact with a large number of HSRs across ACT workplaces, providing advice and direction via email and over the phone or through confidential workplace meetings. The position has conducted onsite visits to discuss sensitive WHS issues.

The WHS Liaison Officer has received consistently positive feedback from course participants on the quality and relevance of his WHS related courses. In his quarterly performance reports which he has provided to the CMTEDD, he has included a number of comments made by participants that he has received as part of the course evaluations which have commented favourably on the relevance, practicality and the professionalism of the courses that the WHS Liaison Officer has run through WorkWatch.

#### **Outcomes Achieved by the UnionsACT WHS Liaison Officer**

In addition to the WHS Liaison Officer providing quarterly reports directly to the CMTEDD, WorkWatch publishes annual reports which include performance reports by the WHS Liaison Officer. The WHS Liaison Officer's reports provide a description of the role and activities of the position and includes quantitative or qualitative data on the outcomes achieved during the past financial year. The data provided includes time spent by the WHS Liaison Officer undertaking WorkWatch's activities as well as his involvement in activities specifically covered by the ACT Government's funding of the WHS Liaison Officer position.

The 2013 UnionsACT Annual Report states that:

"WorkWatch has experienced a drop in income despite good attendance at courses just [sic] due mostly to competition in the market place from other providers. We continue to be the largest provider of Commonwealth HSR training and those clients in the main continued to use us as a provider. The Community Sector links developed in past years also continue to provide regular attendees at our courses. We have revamped that website and built a new student database which made enrolment and the collection of data much more reliable and traceable for reporting. The OH&S liaison role has developed more contacts and continues to be a valuable resource to our HSR network"<sup>5</sup>.

Discussions with a range of individuals who have used the services provided by the WHS Liaison Officer would suggest that he has generally been active and effective in delivering these services. The WHS Liaison Officer is highly regarded by those who have used the

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<sup>5</sup> 2013 UnionsACT Annual Report, pages 7-8

services he has offered. These individuals cover HSR and union representatives as well as managers and WHS officers from the Commonwealth and ACT public sector and ACT private sector organisations.

In particular, individuals consulted as part of this Review have made the following observations about the performance of the UnionsACT WHS Liaison Officer:

- the quality of his training is very good and the training he provides is regarded as value for money;
- he gets consistently positive feedback from participants on the quality and relevance of the HSR, WHS and EPH training he provides;
- participants appreciate his contribution and his knowledge of the subject matter;
- he is regarded as a very capable and competent trainer;
- he has assisted employers and unions in interacting with WorkSafe ACT and with Comcare;
- he consistently provides relevant and high quality advice within agreed timelines;
- his advice has been really useful, particularly on how to navigate the WHS legislation, regulations, guidelines, codes of practice and procedures;
- he always provides sensible and practical advice;
- he provide services which are really useful, particularly for small unions, which cannot afford to have an in-house WHS officer;
- he was willing to follow up on any WHS issues raised by unions and by employers
- he is very personable and provides interesting and comprehensive presentations;
- he is very good at explaining complex concepts and issues and is easy to understand;
- he is always willing to offer advice and support;
- he ensures a strong focus on practical training while having the skills and experience to deal with all the “meaty stuff”;
- he has a very good understanding of WHS legislation and the relevant roles and responsibilities of staff and union members in applying the legislation and he understands the challenges faced by unions and understands the requirements involved in setting up workplace-based safety committees; and
- he needs to develop more WHS related programs to assist employees dealing with the more complex workplace issues such as mental health issues, bullying and harassment and psychological injuries.

One particular approach that the WHS Liaison Officer has used has been strongly commended by some of the individuals consulted. This involves participants in HSR training programs getting practical experience in assessing WHS issues and risks by visiting a workplace. In return for the employer/manager agreeing to the workplace visit by the HSR training participants, the WHS Liaison Officer effectively provides the employer/manager with a free assessment of any WHS issues in the workplace. Over the years, a number of



public and private sector organisations have willingly participated in this program. It provides benefits to both parties by giving HSR trainees an opportunity to try out their new skills and learnings in a non-hostile environment while providing the employer/manager with useful information on possible or actual WHS issues affecting the workplace.

Each of the individuals consulted during the Review made it clear that they strongly supported the continuation of the WHS Liaison Officer position.

### **Effectiveness of the Role of WHS Liaison Officer**

Based on the material provided by the WHS Liaison Officer, the information contained in the UnionsACT's annual reports<sup>6</sup> and the comments and feedback provided by the individuals consulted, the Review has found that the WHS Liaison Officer has been providing well regarded advice and services to UnionsACT and to a range of ACT based unions, public and private sector employers and managers. However, in recent times, Mr Abrahams had to be increasingly involved in delivering training.

In the past, Mr Abrahams has been able to balance his delivery of WorkWatch training as with his WHS liaison Officer activities because Mr Abrahams was not the only trainer delivering the courses so that the WorkWatch training workload could be shared with other UnionsACT staff. Mr Abrahams has advised that he is currently the only person delivering WorkWatch training. According to Mr Abrahams, this situation has meant that so far during 2014-15, 63% of his workload has involved him running training courses (not counting the administration time involved with the courses, including time spent on accreditation and audit processes associated with those courses).

The quarterly reports produced by Mr Abrahams would suggest that this situation has led to him having less time to cover the full range of duties expected to be delivered by the ACT Government's funded WHS Liaison Officer position. The Review understands that attendance levels at courses run by Mr Abrahams have been below expectations (i.e. averaging around 50% of the available capacity) despite the positive feedback about the quality of these courses from many of the attendees. The resultant drop in income noted in the UnionsACT 2013 annual report has meant that Mr Abrahams is now in a situation that he must deliver all of the WorkWatch training himself without access to any backup trainer.

Given the increasing proportion of his time Mr Abrahams is spending on delivering training, this means that in the last year or so, a greater proportion of the ACT Government funding to UnionsACT for WHS liaison and advisory activities is being used to help fund WorkWatch's training activities.

While Mr Abrahams continues to receive positive feedback from clients who have benefited from his advisory and liaison activities and from participants of the training courses he has run through WorkWatch, he is currently facing significant challenges in being able to deliver both his training commitments through WorkWatch and his broader advisory, liaison and community support responsibilities required as the person occupying the ACT Government's

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<sup>6</sup> UnionsACT Annual Reports for 2011, 2012 and 2013.

funded WHS Liaison Officer position. The data provided in the quarterly reports support the observation that Mr Abrahams is spending less time on advisory, liaison and community support activities than was the case in previous years.

Mr Abrahams noted that many smaller union and community organisations based in the ACT could not afford to have their own in-house WHS advisers, so the liaison, awareness and advisory services offered by Mr Abrahams is seen as a valuable and cost-effective resource to help these organisations properly manage their WHS legislative and regulatory responsibilities. However, because of the amount of time that he has had to spend on training, Mr Abrahams was of the view that he has not had the time to take on the liaison and community and worker engagement roles to a level that he would have liked.

Given the funding challenges facing WorkWatch (as articulated in the UnionsACT 2013 Annual Report and noted by Mr Abrahams), the Review suggest that if the activities and performance of WHS Liaison Officer are to continue to meet the objectives and achieve the outcomes expected by the ACT Government, then it is imperative that WHS Liaison Officer has sufficient time to carry out the roles and responsibilities originally envisaged when funding was provided for the position i.e. to promote WHS awareness, particularly in private sector workplaces, and to encourage WHS training by employees and employers. For this to happen, the WHS Liaison Officer needs to spend less of his time actually delivering training and, instead, spend more time on activities associated with raising awareness of WHS issues in the community and workplaces.

Mr White has advised that UnionsACT management is aware of this issue and is currently considering strategies so that the WHS liaison officer position is only performing WHS liaison, advisory and awareness activities consistent with the position's duty statement (as originally envisaged when funding was provided by the ACT Government for the position).

### **Governance and Reporting Arrangements**

In the 2011 Review of the UnionsACT WHS Liaison Officer position, one of the issues raised was the challenge in determining the outcomes achieved by the UnionsACT WHS Liaison Officer in carrying out his WorkWatch duties as against the overall outcomes achieved by the WHS Liaison Officer in carrying out the broader responsibilities of the position (as defined in the duty statement at **Attachment C** to this Report). WorkWatch publishes annual reports which include specific reports by the WHS Liaison Officer.

In response to the 2011 Review recommendation, the WHS Liaison Officer has been providing quarterly reports directly to the CMTEED along with the quarterly financial acquittals and quarterly invoices from UnionsACT. These quarterly reports generally have provided information on:

- the number of HSRs trained by the WHS Liaison Officer each year,
- the number of training days that the WHS Liaison Officer provides each year,
- the number of visits by the WHS Liaison Officer to workplaces over a year (including inspections and audits),

- the numbers of information sessions that the WHS Liaison Officer gets invited to give (including attendance at conferences and seminars on WHS issues), and
- the time spent each year by the WHS Liaison Officer in providing advice to unions, organisations and individuals on HSR related matters,
- the number of days per annum that the WHS Liaison Officer spend providing advice to Unions ACT and other unions on WHS legislation, codes of practice and regulations.

However, it is noted that the quarterly reports for 2014 are not as comprehensive in their content as the earlier reports and the Review has some questions over the veracity of some of the data recorded. There is still an ongoing issue first noted in the 2011 Review about the difficulty of separating those activities that the WHS Liaison Officer performs for WorkWatch as against those activities that are covered by the funds provided by the ACT Government to UnionsACT.

The Review understands that the definition of the WHS Liaison Officer position's role and responsibilities has not been updated since the original wording which was included in the 2003-04 Appropriation Act and which was used as the basis for the duty statement for the position (see **Attachment C** to this report). Also, there does not seem to be a funding agreement in place between the ACT Government and UnionsACT which formally covers:

- the purposes for which the funding may be used,
- expectations regarding the role and responsibilities of the WHS Liaison Officer position,
- the timing and frequency with which funding is provided to UnionsACT and how the funding to be provided will be calculated from year to year (i.e. indexation factors),
- how the funds are to be spent (e.g. salary, overheads, expenditure incidental to the performance by the WHS Liaison Officer of his duties)
- what information must be provided regarding how the funds have been spent and when that information is to be provided (i.e. acquittal of expenditure),
- what information is to be provided on achievements by the WHS Liaison Officer consistent with the purposes and expectations laid out in the agreement, and
- the frequency of reporting to the ACT Government on the activities and achievements of the WHS Liaison Officer position.

The Review has been informed that the CMTEDD are aware of this issue and are giving consideration to drafting a funding agreement in consultation with the UnionsACT.

Regarding the duty statement for the position, consideration should be given to reviewing the WHS Liaison Officer position duty statement so that the position is able to focus on providing WHS liaison and advisory services to smaller unions and community organisations most in need of support in developing workplace WHS policies and procedures and in accessing WHS training and related services.

The Review understands that there has been little formal or informal contact between officers of the CMTEDD and UnionsACT regarding the performance of the WHS Liaison Officer position. While UnionsACT provides regular reports on a quarterly basis (as part of the financial acquittal process) to the CMTEDD, the Review understands that little if any feedback has been provided by the Directorate on the reports or about the WHS Liaison Officer's performance of his duties and responsibilities.

In this light, there would certainly be benefits in regular meetings taking place between senior officers of the CMTEDD and UnionsACT to ensure that both sides have a shared understanding of the role and responsibilities of the WHS Liaison Officer position and have a shared understanding of the activities and outcomes achieved by the WHS Liaison Officer. It is suggested that these meetings take place at least annually.

### **Future Reviews of the Performance and Effectiveness of the WHS Liaison Officer Position**

Following on from the 2011 Review, this Review has provided a further opportunity to examine the objectives, role and activities of the UnionsACT WHS Liaison Officer, what outcomes were expected to be achieved by that position, whether the WHS Liaison Officer is effectively carrying out the duties of the position in meeting its objectives and outcomes and whether the role represents an effective use of ACT Government funds.

As a result, the Review believes that further reviews of the performance and effectiveness of the WHS Liaison Officer position should be carried out on a regular basis.

## **RECOMMENDATIONS**

It is recommended that:

1. it be noted that the Review found that the activities and performance of WHS Liaison Officer are meeting the objectives and outcomes expected by the ACT Government although, in the last few months, an increasing proportion of the WHS Liaison Officer's time has been spent engaged in delivering training courses for WorkWatch;
2. it be noted that UnionsACT management are putting in place strategies to enable the WHS Liaison Officer position to fully focus on WHS liaison, advisory and coordination activities consistent with the ACT Government's expectations regarding the role and responsibilities of the WHS Liaison Officer position;
3. the WHS Liaison Officer keep quantitative records and qualitative information which specifically relate to the activities and performance of that role and are separate from the records and information collected on the activities and performance of WorkWatch;
4. the duty statement for the position be reviewed so that the position focuses on providing WHS liaison and advisory services to smaller unions and community organisations most in need of support in developing workplace WHS policies and

procedures, in dealing with WHS issues and in accessing WHS training and related services;

5. a formal funding agreement be put in place as soon as is feasible between the ACT Government and UnionsACT setting out the expectations of the ACT Government regarding:
  - a. the roles and responsibilities of the WHS Liaison Officer;
  - b. the objectives and outcomes to be achieved by the WHS Liaison Officer; and
  - c. the form and frequency of reporting by the WHS Liaison Officer to the ACT Government;
6. annual meetings take place between officials of the ACT Chief Minister, Treasury and Economic Development Directorate and senior officers of UnionsACT to ensure that both sides have a shared understanding of:
  - a. the role and responsibilities of the WHS Liaison Officer position; and
  - b. the activities and outcomes achieved by the WHS Liaison Officer; and
7. the next review of the performance and effectiveness of the WHS Liaison Officer position take place in three years' time, i.e. before June 2018, and, subject to the results of that review, be carried out at three yearly intervals thereafter.

## TERMS OF REFERENCE

### Review of the WHS Liaison Officer funding

#### Background

The *Appropriation Act 2003-2004 (No 2)* commenced operation on 1 October 2003 and made provision for additional ongoing funding to assist UnionsACT to meet the costs of employing an WHS liaison officer. The Government agreed to fund a person at the ASO6 equivalent level, including salary and on costs (currently \$118,000).<sup>7</sup> The role of the liaison officer is to promote WHS awareness, particularly in private sector workplaces, and to provide WHS training to employees and employers.

In April 2011 the Public Accounts Committee recommended that the Chief Minister and Cabinet Directorate ‘in conjunction with the ACT Work Safety Council, review the effectiveness of the service provided by UnionsACT for the work safety liaison and education program in the occupational health and safety space’.<sup>8</sup>

In accordance with this recommendation, in September 2011, the Chair of the ACT Work Safety Council, Mr Robert Knapp, undertook a review of this position and found it to be effective in that the activities and performance of the officer are meeting the objectives and outcomes expected by the Government.<sup>9</sup>

The final Report was agreed at the Work Safety Council meeting in February 2012 and tabled in the Assembly on 20 March 2012. A Government Response, tabled in the Assembly on 23 August 2012, welcomed the findings of the Review, and agreed to commence a further review of the position in the final quarter of 2014. This review gives effect to that undertaking.

#### Objectives and Scope

The review will examine and make recommendations on:

- the identified need for the liaison officer
- the role of the liaison officer
- the objectives of the liaison officer position and outcomes expected from that position
- the contribution that the position makes in meeting the objectives and outcomes

<sup>7</sup> *CMTD 2013-14 Annual Report*, Vol 2. 102, available at:

[http://www.cmd.act.gov.au/data/assets/pdf\\_file/0006/644064/CMTD-Annual-Report-Volume-2.pdf](http://www.cmd.act.gov.au/data/assets/pdf_file/0006/644064/CMTD-Annual-Report-Volume-2.pdf).

<sup>8</sup> Standing Committee on Public Accounts, Report on Annual and Financial Reports 2009–2010 (April 2011, Report 16), rec 16 at 4.54.

<sup>9</sup> Work Safety Council. Review of WHS Liaison Officer Funding (2011), rec 1.

- the effectiveness of the role
- the reporting requirements of the role.

### **Methodology and Timing**

The review will be led by the Chair of the Work Safety Council in conjunction with the Work Safety Policy Branch in the Chief Minister, Treasury and Economic Development Directorate. The review will be completed during the 2014-2015 financial year, and its final report will be provided to the Minister for Workplace Safety and Industrial Relations, through the Work Safety Council.

**ATTACHMENT B****INDIVIDUALS CONSULTED DURING THE REVIEW OF THE WHS LIAISON OFFICER POSITION**

As part of the review of the WHS liaison officer position, the following individuals were interviewed to seek their views on the quality and effectiveness of the services provided by the WHS liaison officer:

- Tom Cullen, Industrial Officer, Australian Nursing and Midwifery Federation, ACT Branch
- Dave Livingstone, Secretary, United Firefighters Union, ACT Branch
- Tim McCann, ACT Division Organiser, National Tertiary Education Union (NTEU)
- Tom Greenwell, Communications and Research Officer, Australian Education Union, ACT
- Garrett Purtill, Industrial Officer, Australian Education Union ACT
- Peter Edwards, Senior Field Officer and Chairman WHS committee, Electro Group Industry Training
- Margaret Chalmers, Audit and Risk Officer, CrimTrac
- Neil Skipper, Chief Executive Officer, Havelock House
- Danielle Pinkerton, Human Resources Officer, Southside Community Services



## ATTACHMENT C

**UnionsACT -- WHS Liaison Officer -- Duty Statement**

1. Liaise with member organisations, Government and employers on local WHS trends and issues.
2. Assess the WHS training needs of employees and employers in the ACT public and private sectors and conduct appropriate training to meet those needs.
3. Provide expertise and advice to UnionsACT to assist with the development of policy on occupational health and safety legislation, training requirements and specific projects.
4. Other duties as required including:
  - provide a support/research service for past course participants and other interested parties
  - analyse course evaluations and revise course material where appropriate
  - research and analyse current developments in WHS to ensure that the course content is up to date
  - prepare training materials
  - represent UnionsACT/WorkWatch at government, industry and training provider forums as required by the Secretary
  - provide support for the UnionsACT WHS trainer as required
  - conduct workplace WHS inspections.

- (d) is or becomes public knowledge other than by breach of this Contract;
- (e) has been independently developed or acquired by the Supplier; or
- (f) has been notified by the Territory to the Supplier as not being confidential.

"Territory Material" means any material provided by the Territory to the Supplier for the purposes of this Contract including documents, equipment, information and data stored by any means.

### **SPECIAL CONDITIONS**

In the event of any inconsistencies between a Special Condition and any other provision of this Contract, to the extent of the Inconsistency, the Special Condition will prevail.

1. Specified Personnel:

The Specified Personnel, set out in Attachment B – Supplier's Quotation, must be provide the Services.

7.2 Except as provided in this Contract, the Territory must not disclose Confidential Text to any person without the prior written consent of the Contractor (which consent will not be unreasonably withheld) except to the extent that Confidential Text:

- (a) is required or authorised to be disclosed under law;
- (b) is reasonably necessary for the enforcement of the criminal law;
- (c) is disclosed to the Territory's solicitors, auditors, insurers or advisers;
- (d) is generally available to the public;
- (e) is in the possession of the Territory without restriction in relation to disclosure before the date of receipt from the Contractor;
- (f) is disclosed by the responsible Minister in reporting to the Legislative Assembly or its committees; or
- (g) is disclosed to the ombudsman or for a purpose in relation to the protection of public revenue.

#### 8. Indemnity and Liability

8.1 The Supplier indemnifies the Territory against claims, costs and expenses for all loss or damage caused by a wilful or unlawful act or omission by the Contractor in its provision of the Supplies.

8.2 The Supplier's liability under this Contract is limited to all costs necessary to, as applicable:

- (a) replace the Supplies;
- (b) provide the Supplies again; or
- (c) refund the Territory the whole of the Contract Price,

except with respect to:

- (d) personal injury or death;
- (e) loss of, or damage to, tangible property; or
- (f) third party claims against the Territory, including infringement of intellectual property rights.

#### 9. Termination

The Territory may terminate this Contract, at any time by notice to the Supplier, if the Supplier:

- (a) is or becomes bankrupt or insolvent, enters into voluntary administration or makes any arrangement with its creditors or takes advantage of any statute for the relief of insolvent debtors;
- (b) fails to provide the Supplies within, or to meet any other, timeframes specified in this Contract; or
- (c) is in breach of a provision of this Contract, where that breach:
  - (i) if capable of being remedied, is not remedied within the period specified in a notice by the Territory, or
  - (ii) is not capable of being remedied.

#### 10. Conduct in Territory Premises

The Supplier must, when using Territory premises or facilities, comply with all reasonable directions of the Territory.

#### 11. Notices

Any notice or communication under this Contract will be effective if it is in writing, from one Contract Manager and delivered to the other Contract Manager. A notice will be deemed to have been delivered:

- (a) if delivered by hand, on delivery;
- (b) if sent by prepaid mail, on the expiration of two business days;
- (c) if sent by facsimile, on the sender's facsimile machine recording that the facsimile has been successfully and properly transmitted to the recipient's address; or
- (d) if sent by electronic mail, on the other party's acknowledgement of receipt by any means.

#### 12. Assignment and Subcontracting

The Supplier must not assign or subcontract any of its rights or obligations under this Contract without the prior written consent of the Territory. If the Territory gives its consent, the Territory may impose any conditions.

#### 13. Survival

Clauses 4, 6 and 8 of this Contract survive the termination or expiration of this Contract.

#### 14. Applicable Law

The laws of the Australian Capital Territory apply to this Contract.

#### 15. Definitions and Interpretation

"Contract Material" means all material created, written or otherwise brought into existence as part of, or for the purpose of providing the Supplies including all reports (whether in draft or final form), documents, information and data stored by any means.

"Personal Information" means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about a natural person whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

"Territory Information" means the kind of information that:

- (a) is or relates to documents, submissions, consultations, policies, strategies, practices and procedures of the Territory which are by their nature confidential;
- (b) is notified (whether in writing or not) by the Territory to the Supplier as being confidential; or
- (c) is Personal Information,

but does not include information that:

## ATTACHMENT C – GENERAL CONDITIONS OF CONTRACT

### 1. Provision of Supplies

The Supplier must provide the Supplies according to the provisions of this Contract and to a standard of care, skill and diligence expected of a person who regularly acts in the capacity in which the Supplier is engaged.

### 2. Acceptance

2.1 If the Territory notifies the Supplier that the Supplies are defective, damaged or unfit for the purpose specified in or implied by this Contract, the Territory may, in the case of:

- (a) goods, require replacement Supplies; or
- (b) services, require the Supplier to provide the Supplies again.

2.2 If the Territory does not notify the Supplier of any issues in accordance with clause 2.1 within 14 days of receiving the Supplies, the Territory is taken to have accepted the Supplies.

### 3. Warranty

If the Supplies are or include goods, the Supplier must:

- (a) during the Warranty Period, without delay and at no cost to the Territory, correct all defects in the Supplies by way of repair, replacement or such other means acceptable to the Territory; and
- (b) ensure, to the extent practicable and permitted by law, that the Territory receives the benefit of any warranty given by a third party with respect to any goods,

however:

- (c) this does not in any way relieve the Supplier of any obligation or warranty by it under this Contract; and
- (d) the Supplier is liable for all costs incidental to the discharge of any warranty under this Contract.

### 4. Ownership and use of material

#### 4.1 Ownership of:

- (a) all Contract Material, including any intellectual property rights, vests on its creation with the Territory;
- (b) all Territory Material, including any intellectual property rights, remains with the Territory; and
- (c) all Support Material, including any intellectual property rights, remains the property of the Supplier.

4.2 The Territory grants to the Supplier a royalty-free, limited licence to use the Contract Material and Territory Material for the Term.

#### 4.3 The Supplier:

- (a) grants to the Territory, a perpetual, royalty-free licence to use the Support Material to the extent necessary for the Territory to obtain the full benefit of the Supplies; and
- (b) warrants that the Territory's use of any Contract Material and Support Material under this Contract will not infringe the intellectual property rights of, or create any obligations in connection with, any third party.

4.4 The Supplier must safeguard and preserve Contract Material and Territory Material in its possession or control and deliver to the Territory all Contract Material and Territory Material on expiration or termination of this Contract (other than copies that the Territory authorised the Supplier to retain).

### 5. Supplier's Personnel

The Supplier must, in providing the Supplies:

- (a) engage only persons who have the skills, training and expertise appropriate for the Supplies; and
- (b) comply with all reasonable requirements notified by the Territory regarding suitability and fitness of persons engaged for the provision of the Supplies.

### 6. Non-disclosure of Territory Information

The Supplier must:

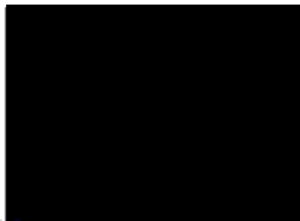
- (a) use Territory Information held in connection with this Contract only for the purposes of fulfilling its obligations under this Contract;
- (b) comply with the "Information Privacy Principles" set out in the *Privacy Act 1988* (Cth), as if they were provisions of this Contract and the Supplier was a collector and/or record-keeper of the Personal Information under the Act;
- (c) not transfer Territory Information held in connection with this Contract outside the Territory, or allow any person (other than its authorised personnel) outside the Territory to have access to it, without prior written approval of the Territory;
- (d) notify the Territory immediately if the Supplier becomes aware that a disclosure of Territory Information may be required by law or any unauthorised disclosure of Territory Information has occurred.

### 7. Confidential Text under the Procurement Act

7.1 In giving effect to the principles of open and accountable government, the Territory may disclose documents and information unless it has otherwise agreed, or is otherwise required under law, to keep the information confidential.

**Account Payment Details**

Account Name:  
BSB:  
Account Number:  
Bank:

**Insurance**

Casey Consulting has in place current insurance policies covering:

- professional indemnity insurance for an amount of one (1) million dollars each claim and in the aggregate for all claims with one right of reinstatement;
- public liability insurance for an amount of not less than ten (10) million dollars each and every occurrence; and
- workers' compensation as required by law and, in jurisdictions which permit common law workers' compensation claims outside the statutory workers' compensation scheme, top-up workers' compensation insurance for fifty (50) million dollars per claim.

**Contact Details**

Robert Knapp  
Ph: (02) 6257 1813  
Mobile: 0418 481 500  
Email: [knappr@grapevine.com.au](mailto:knappr@grapevine.com.au)

Casey Consulting ABN: 53 143 036 640

Postal Address:  
Casey Consulting  
PO Box 748  
GUNGAHLIN ACT 2912

NOVEMBER 2014

Since leaving the Australian Public Service in 2010, Robert Knapp has provided the following consultancy services:

- review of FaHCSIA's corporate functions to streamline and improve corporate services provided within the Department;
- development of a strategic risk management framework for FaHCSIA covering the implementation of the Stronger Futures in the Northern Territory package of measures;
- evaluation of strategies to increase home ownership amongst Indigenous Australians;
- review in 2011 for the ACT Government of the effectiveness of occupational health and safety services provided by UnionsACT;
- review of the effectiveness of a large ACT Government agency's bullying and harassment prevention strategies;
- conducted formal investigations for a number of public sector organisations to determine whether officers of those organisations had breached the APS Code of Conduct;
- provision of recruitment services and advice, including short listing, scribing, referees' reports and participating on interview panels, to a number of Commonwealth and ACT departments and agencies;
- facilitation of two complaints management workshops to assist staff in FaHCSIA dealing with complaints made by members of the public against the Department and its third-party service providers; and
- evaluation of reporting requirements and arrangements in the Northern Territory State Office of FaHCSIA to improve and streamline data and information collection and clearance processes.

#### Fees

Casey Consulting proposes that Robert Knapp will carry out the review for OIR for **\$2,200 (inc GST)**.

Any travel, accommodation and associated expenses (including out-of-pocket expenses or third-party costs) will be billed separately at cost and included in the final invoice. Airline travel will be charged at the full economy rate.

Fees for the consulting services will be invoiced for on the completion of the contract.

Payment terms are 30 calendar days. The amount quoted is inclusive of GST.

Robert brings to every task his strong strategic and analytical capabilities combined with his leadership, people and stakeholder management skills. He knows how to write and present complex ideas concisely and effectively. These capabilities and skills have enabled him to achieve positive outcomes over the years in difficult and complex areas of government policy, programs and operations.

### Relevant Experience

During his Australian Public Service career Robert took on roles and responsibilities which has enabled him to have a strong understanding of the issues associated with the effective management of workplace health and safety and workers' compensation issues in public sector organisations. In particular, Robert was:

- National Manager of Comcover, the Commonwealth Government's insurable risk management fund between 2000 and 2002
  - Robert had responsibility for an organisation which was meeting the general insurance needs of over 180 Commonwealth Departments and statutory authorities. He was also responsible for working with Comcover Fund Members in developing a mature risk management culture across the Commonwealth Public Sector.
- Deputy Chief Executive Officer, Comcare, between 1991 and 1998
  - Robert was responsible for the day-to-day operations of Comcare including the management of its premium setting, claims management, occupational health and safety and rehabilitation functions. He led Comcare through major change processes involving strategic planning, business re-engineering, contestability and major technological change. He had a high level strategic role in shaping the future of the organisation and the way Comcare went about its business. He was also actively involved in providing policy advice to Ministers on workers' compensation and occupational health and safety issues.
- Group Manager, Corporate Support, Commonwealth Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) (2007-2010)
  - Robert had responsibility for FaHCSIA's human resources function including the management of workplace health and safety and workers' compensation issues affecting the Department.

In 2013 and again in 2014, Robert Knapp provided professional support and advice to the Chief Executive Officer of Aboriginal Hostels Limited (AHL) and relevant AHL staff covering issues associated with AHL's workplace health and safety strategies and the cost and number of workplace injuries and workers' compensation claims.

Robert Knapp has also provided recruitment-related services to WorkSafe ACT and carried out a review for WorkSafe ACT into the effectiveness of a large ACT Government agency's bullying and harassment prevention strategies.

Casey Consulting can provide services covering a range of business challenges including:

- workplace health and safety and workers' compensation;
- risk management;
- strategic planning and business improvement;
- public policy design, analysis and implementation;
- stakeholder consultation and issues management;
- recruitment processes and staff performance and employment action and code of conduct investigations;
- facilitation, coaching and mentoring;
- policy and program reviews and evaluation;
- organisational design, review and capacity development;
- corporate governance; and
- project management.

After a successful career in the Australian Public Service (including many years at the Senior Executive level), Robert Knapp has the experience and skills to deliver results across a wide range of programs, policies and operations in a number of different of Australian Government organisations.

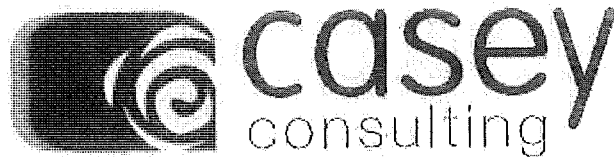
Robert understand how Government works. He knows from first-hand experience how governments make decisions on important policy and program issues, the role of public servants and other advisors in the making of those decisions and how the machinery of government works. He has directly briefed and advised Ministers and their staff and has had direct input into Cabinet processes and decisions. He has taken the lead in drafting numerous submissions, reports and briefings to Ministers and Departmental senior executives.

Robert understands the importance of good governance in running complex organisations such as public sector departments and agencies. He has been an active participant in departmental governance committees, including executive management, people, audit and compliance committees. Importantly, he appreciates the importance of upholding the Australian and ACT Public Service values and codes of conduct and their application when dealing with members of the public.

Robert has had experience working in corporate areas of Commonwealth agencies. Therefore, he understands the challenges and associated risks of running a large and diverse organisation, including dealing with human resource issues, change management and managing relationships with Ministers and their offices and with stakeholders and members of the public. Robert is highly regarded for his people management skills and for his ability to work effectively with staff at all levels.

Robert has taken the lead or been directly involved in discussions and negotiations between Australian and State Government Ministers and officials on policy matters and he has participated in a number of Ministerial Councils and meetings of senior Australian and State officials.



**ATTACHMENT B – SUPPLIER'S QUOTATION****PROPOSAL TO REVIEW UNIONS ACT OCCUPATIONAL HEALTH AND SAFETY LIAISON OFFICER POSITION****Proposal Requirements**

Casey Consulting Pty Ltd is pleased to provide a proposal to the ACT Office of Industrial Relations (OIR) to undertake a review of the UnionsACT Occupational Health and Safety (OHS) Liaison Officer position.

Casey Consulting understands that OIR requires the reviewer to examine and make recommendations on:

- the identified need for the OHS liaison officer;
- the role of the OHS liaison officer;
- the objectives of the OHS liaison officer position and outcomes expected from that position;
- the contribution that the position makes in meeting the objectives and outcomes;
- the effectiveness of the role; and
- the reporting requirements of the role.

It is proposed that **Robert Knapp** will provide the services sought for this review.

**Casey Consulting's Capabilities**

Casey Consulting offers the experience and skills to conduct program and organisational reviews and evaluations that will improve the effectiveness of the operation and delivery of government programs, functions and activities. Casey Consulting also offers expertise in supporting teams and individuals to improve their performance and effectiveness through the provision of recruitment, investigation, facilitation, coaching and mentoring services.

Casey Consulting enhances workplace productivity by working with teams to assist them to develop and have ownership around effective planning processes and strategic relationships as well as managing organisational transformation and recruitment processes arising from reviews and evaluations. Casey Consulting can also work with individuals to develop their leadership, staff management and stakeholder management skills to deliver high quality outcomes for organisations.

**ATTACHMENT A – TERMS OF REFERENCE****TERMS OF REFERENCE****Review of the OHS Liaison Officer funding****Background**

The *Appropriation Act 2003-2004 (No 2)* commenced operation on 1 October 2003 and made provision for additional ongoing funding to assist UnionsACT to meet the costs of employing an OHS liaison officer. The Government agreed to fund a person at the ASO6 equivalent level, including salary and on costs (currently approx \$118k).<sup>1</sup> The role of the liaison officer is to promote OHS awareness, particularly in private sector workplaces, and to provide OHS training to employees and employers.

In April 2011 the Public Accounts Committee recommended that the Chief Minister and Cabinet Directorate 'in conjunction with the ACT Work Safety Council, review the effectiveness of the service provided by UnionsACT for the work safety liaison and education program in the occupational health and safety space'.<sup>2</sup>

In accordance with this recommendation, in September 2011, the Chair of the ACT Work Safety Council, Mr Robert Knapp, undertook a review of this position and found it to be effective in that the activities and performance of the officer are meeting the objectives and outcomes expected by the Government.<sup>3</sup>

The final Report was agreed at the Work Safety Council meeting in February 2012 and tabled in the Assembly on 20 March 2012. A Government Response, tabled in the Assembly on 23 August 2012, welcomed the findings of the Review and agreed to a further review of the position in the final quarter of 2014. This review gives effect to that undertaking.

**Objectives and Scope**

The review will examine and make recommendations on:

- the identified need for the liaison officer
- the role of the liaison officer
- the objectives of the liaison officer position and outcomes expected from that position
- the contribution that the position makes in meeting the objectives and outcomes
- the effectiveness of the role
- the reporting requirements of the role.

**Methodology and Timing**

The review will be led by the Chair of the Work Safety Council in conjunction with the Work Safety Policy Branch in the Chief Minister, Treasury and Economic Development Directorate. The review will be completed during the 2014-2015 financial year, and its final report will be provided to the Minister for Workplace Safety and Industrial Relations, through the Work Safety Council.

<sup>1</sup> *CMTD 2013-14 Annual Report*, Vol 2, 102, available at: [http://www.cmd.act.gov.au/data/assets/pdf\\_file/0006/644064/CMTD-Annual-Report-Volume-2.pdf](http://www.cmd.act.gov.au/data/assets/pdf_file/0006/644064/CMTD-Annual-Report-Volume-2.pdf).


<sup>2</sup> Standing Committee on Public Accounts, Report on Annual and Financial Reports 2009-2010 (April 2011, Report 16), rec 16 at 4.54.

<sup>3</sup> Work Safety Council. Review of OHS Liaison Officer Funding (2011), rec 1.


SHORT FORM CONTRACT for Goods and Services under \$200,000

SIGNED AS A CONTRACT ON.....

SIGNED for on behalf of the  
AUSTRALIAN CAPITAL TERRITORY  
in the presence of:


  
Signature of Territory delegate

Michael Young  
Print name

  
Signature of witness


Robert Karner  
Print name


SIGNED by of for and on the behalf of  
Casey Consulting, ABN 53 143 036 640

  
Signature of director/authorised officer/individual

Robert Knapp  
Print name

in the presence of:

  
Signature of director/secretary/witness

  
Signature of second authorised officer\*

DAWN CASSY  
Print name

Print name and position

Affix common seal  
if required under  
constitution

Note  
Date:

Must be dated on the date the last party signs the contract or, if signed counterparts of the contract are exchanged, the date of exchange. Also date the cover page.

Company:

Must be signed in accordance with section 127 of the Corporations Act 2001 (Cth), for example, by 2 directors or a director and a secretary. Common seal must be affixed if required under the Supplier's constitution.

Individual:

Must be signed by the Individual supplier and witnessed.

Incorporated Association:

As a minimum, two authorised officers must sign. Otherwise, the contract must be signed in accordance with the Supplier's constitution. Common seal must be affixed if required under the constitution.

**4 – DELIVERY LOCATION AND INSTRUCTIONS**

The Services must be provided in accordance with the following Delivery Instructions: Reports (including draft reports) must be provided in both Microsoft Word and Adobe Acrobat format by email the Territory Contract Manager, or any individual nominated by that Contract Manager.

**5 – CONTRACT PRICE AND PAYMENT**

For the purpose of this item 5, Invoice means a correctly rendered invoice that:

- (a) is a valid tax invoice under the *A New Tax System (Goods and Services Tax) Act 1999* (Cth); and
- (b) clearly sets out details of the Supplies provided, and the amount due for payment correctly calculated in respect of the Supplies provided under the terms of this Contract.

The Contract Price is \$2,200 (including GST). No additional consideration is owed. It is payable as a lump sum following receipt of an Invoice. An Invoice may only be rendered following provision of all the Services in accordance with the terms of this Contract.

**6 – WARRANTY PERIOD**

Not applicable.

**7 – CONFIDENTIAL TEXT under the Government Procurement Act 2001 (ACT)**

This Contract is not a notifiable contract for the purposes of the Procurement Act. Clause 7 of Attachment B – *General Conditions of Contract* does not apply.

**8 – INSURANCE**

The Supplier must effect and maintain for the Term, the following insurances, and must provide evidence of the Insurance if required by the Territory:

- Public Liability insurance with coverage in the amount of no less than \$10 million in respect of each occurrence
- Professional Indemnity insurance with coverage in the amount of no less than \$1 million in the annual aggregate



## SHORT FORM CONTRACT for Goods and Services under \$200,000

**DATE: 20 NOVEMBER 2014**

### PARTIES AND ADDRESSES FOR SERVICE OF NOTICES

#### Territory

Name:	AUSTRALIAN CAPITAL TERRITORY established under the <i>Australian Capital Territory (Self-Government) Act 1988</i> (Cth) represented by Chief Minister, Treasury and Economic Development Directorate (Territory).		
Address:	Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City ACT 2601		
Territory Contract Manager:	John Rees	Ph: 02 6204 1398	Email: <a href="mailto:john.rees@act.gov.au">john.rees@act.gov.au</a>

#### Supplier

Name:	Casey Consulting (Supplier).		
ABN/ACN/ARBN:	53 143 036 640		
Address:	Casey Consulting PO Box 748 GUNG AHLIN ACT 2912		
Supplier Contract Manager:	Robert Knapp	Ph: 02 6257 1813	Email: <a href="mailto:knappr@grapevine.com.au">knappr@grapevine.com.au</a>

This Contract includes Items 1 – 8, the Terms of Reference (Attachment A), Supplier's Quotation (Attachment B), the General Conditions of Contract (Attachment C) and the Special Conditions (if any).

To the extent of any inconsistency, items 1 – 8, the Terms of Reference (Attachment A), General Conditions of Contract (Attachment C) and the Special Conditions (if any), prevail over Supplier's Quotation (Attachment B).

### 1 – TERM

The Commencement Date is 01/12/2014 or when this Contract is signed by the second party, whichever is the later. The Term of this Contract is 4 months from the Commencement Date.

The Term of this Contract may be extended for two (2) additional periods of four (4) months (up to a maximum of 8 months) if both parties agree in writing before the expiration of this Contract.

### 2 – THE SERVICES

The Services are as set out in Attachment A – *Terms of Reference* and Attachment B – *Supplier's Quotation*.

### 3 – TIMING AND DELIVERY DATES

The Services must be provided within the term of the contract. The Services include a Draft Report, a reasonable period of no less than fourteen (14) days for comment and review by the Territory, and a Final Report submitted to the Territory Contract Manager.



Mr Peter Malone  
 Secretary  
 Unions ACT  
 PO Box 279  
 DICKSON ACT 2602

Dear Mr Malone

The *Appropriation Act 2003-2004 (No 2)* has been passed by the ACT Legislative Assembly and commenced operation on 1 October 2003. The Act makes provision for additional funding for the Chief Minister's Department to assist Unions ACT to meet the costs of employing an occupational health and safety liaison officer.

The Government has agreed to provide funding to Unions ACT to meet the costs of employing a person at ASO6 equivalent level, including salary and on costs. As the 2003/04 financial year is already part-way over, the Chief Minister's Department has been given additional funding to cover 10 months of the current financial year (i.e. commencing on 1 September 2003).

An amount of \$65,173 is available for 2003/04, notionally broken down as follows:

Salary	48,340.00
Long service leave	930.00
Superannuation (PSS @ 13.1%)	6,334.00
Workers compensation	485.00
Training (5% salary)	2,420.00
General administrative costs/overheads	6,665.00
<b>TOTAL</b>	<b>65,173.00</b>

I propose that the funding be provided to Unions ACT in advance, on a quarterly basis, as follows:

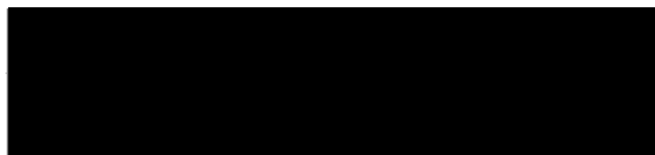
1 September 2003 – 31 December 2003	26,069.20
1 January 2004 – 31 March 2004	19,551.90
1 April 2004 – 30 June 2004	19,551.90
<b>TOTAL</b>	<b>65,173.00</b>

To assist in ensuring appropriate accountability for public monies, it would be appreciated if Unions ACT could issue invoices to the Chief Minister's Department to allow payments to be activated.

As soon as the first invoice for \$26,069.20 is received, the Chief Minister's Department will make arrangements for the funding to be advanced.

If you would like to discuss the proposed funding arrangements further, please contact me on 6207 9944 or 0402 905 318.

Yours sincerely



Penny Shakespeare  
Director  
Office of Industrial Relations  
14 October 2003



Mr Peter Malone  
 Secretary  
 Unions ACT  
 PO Box 279  
 DICKSON ACT 2602

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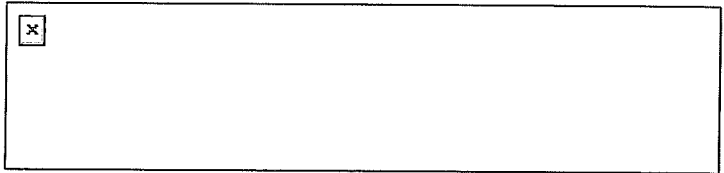
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For future quarterly payments, I would request that Unions ACT provide an invoice, confirmation that a liaison officer is continuing to be employed by Unions ACT and a summary of the major activities undertaken by the liaison officer in the previous quarter.

If you would like to discuss the proposed funding or reporting arrangements further, please contact me on 6207 9944 or 0402 905 318.

Yours sincerely

Penny Shakespeare  
Director  
Office of Industrial Relations  
21 October 2003



Mr Peter Malone  
 Secretary  
 Unions ACT  
 PO Box 279  
 DICKSON ACT 2602

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Yours sincerely

Penny Shakespeare  
Director  
Office of Industrial Relations  
21 October 2003



President: Y. Berry  
Secretary: P. Malone  
File Ref: PM/03/43

PO Box 279  
17 Woolley St  
Dickson ACT 2602  
Ph: 02 62477844  
Fax: 02 6247 2349

Mr Lachlan Abrahams

Dear Mr Abrahams

It is with pleasure that I offer you the contract position of UnionsACT OH&S Liaison Officer.

The terms and conditions associated with this offer are as follows:

1. The salary will commence at \$46,680. Upon successful completion of a Certificate IV in Assessment and Workplace Training this will increase to \$51,006 per annum.
2. The term of the temporary full-time contract is from Monday 8 December 2003 to Friday 27 June 2004. This period may be extended subject to satisfactory performance and ongoing ACT government funding being made available.
3. If you are required to utilise your own vehicle for business purposes a motor vehicle allowance will be paid as per the attached TLC Staff Agreement. Alternatively, a cabcharge system may be used for work related visits offsite.
4. UnionsACT will contribute 13.1% for superannuation.
5. All other applicable conditions are as provided for in the TLC Staff Agreement.

If you have any questions about the above offer please do not hesitate to contact me on 62477844.

I look forward to the valuable contribution you will make to the work of UnionsACT/WorkWatch.

Yours sincerely

Peter Malone  
Secretary  
UnionsACT  
19 November 2003

*Emailed 19/11/03*



Mr Peter Malone  
 Secretary  
 Unions ACT  
 PO Box 279  
 DICKSON ACT 2602

Dear Mr Malone

Thank you for your letter and invoice of November 2004, regarding funding for the Occupational Health and Safety Liaison Officer employed by Unions ACT.

As Government funding for the position was originally provided part way through the 2003/04 budget year, only part year funding (up to \$65,000) was provided. Under the 2004/05 Budget papers, this has increased to a full year maximum of \$79,000 (page 38, 2004/05 Budget Paper No. 4)

This amount can be broken down into the following notional employment costs:

Salary	59,250.00
Long service leave	1,100.00
Superannuation (PSS @ 13.1%)	7,600.00
Workers compensation	590.00
Training and development	2,900.00
General administrative costs/overheads	7,560.00
<b>TOTAL</b>	<b>79,000.00</b>

However, the grant money is not required to be spent on particular employment costs in these amounts. Provided that the funding is used for costs that are directly associated with the employment of the OHS Liaison Officer, it can be applied at your discretion.

To ensure appropriate accountability for public monies, you will need to continue to provide certain information before payments can be processed. Please provide:

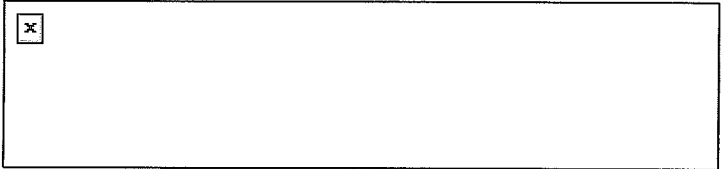
- an invoice addressed to the Chief Minister's Department;
- written confirmation that Unions ACT has employed an OHS liaison officer during the period covered by the invoice; and

- a summary of the major activities undertaken by the liaison officer during the invoice period.

Please give me a call if you would like to discuss arrangements for the administration of the grant. I can be contacted on (02) 6207 9944 or 0402 905 318. Queries regarding payment of invoices should be directed to Debbie Hood on (02) 6207 5922.

Yours sincerely

Penny Shakespeare  
Director  
Office of Industrial Relations  
2 November 2004



Mr Peter Malone  
 Secretary  
 Unions ACT  
 PO Box 279  
 DICKSON ACT 2602

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Yours sincerely

Penny Shakespeare  
Director  
Office of Industrial Relations  
2 November 2004





Mr Peter Malone  
 Secretary  
 Unions ACT  
 PO Box 279  
 DICKSON ACT 2602

Dear Mr Malone

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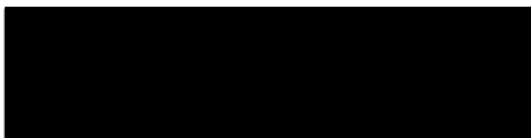
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Yours sincerely



Penny Shakespeare  
Director  
Office of Industrial Relations  
3 November 2004



AUSTRALIAN CAPITAL TERRITORY

# DEED OF GRANT

**Dated**

12 MAY 2016

**Parties**

**AUSTRALIAN CAPITAL  
TERRITORY  
TRADES AND LABOUR COUNCIL  
OF ACT INCORPORATED  
(TRADING AS UNIONS ACT)**

**WORK HEALTH AND SAFETY  
LIAISON**

**Prepared by**

Workplace Safety and Industrial Relations  
Chief Minister, Treasury and Economic  
Development Directorate  
Level 5  
1 Constitution Avenue  
Canberra City ACT 2601  
Ph: (02) 6207 5922  
Fax: (02) 6205 0334  
Ref:

**Version**

Final

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**PARTIES:** **AUSTRALIAN CAPITAL TERRITORY**, the body politic established by section 7 of the *Australian Capital Territory (Self-Government) Act 1988* (Cwth) **(Territory)** represented by the Workplace Safety and Industrial Relations Branch of Chief Minister, Treasury and Economic Development Directorate.

**Trades and Labour Council of ACT Incorporated**,  
Incorporated Association No. A00143, ABN 31 724 041 495  
trading as Unions ACT, of 189 Flemington Road, Mitchell,  
ACT2911 . **(Recipient)**

## BACKGROUND

1. The Territory has previously provided funding to the Recipient for the purposes of it engaging a person to increase awareness of work, health and safety through targeted training, advice and support across the Territory.
2. The Territory has agreed to make and the Recipient has agreed to accept the Grant for the purpose of the Funded Activity on the terms and conditions of this Deed.

**IT IS AGREED** by the parties as follows.

### 1. Interpretation

#### 1.1 Definitions

The following definitions apply in this Deed, unless the context otherwise requires.

**Contact Officer** means, in relation to each party, the representatives whose names and contact details are specified in **Item 5 Schedule 1**, or as notified in writing from time to time by one party to the other.

**Funded Activity** means the activity described in **Schedule 2**.

**Grant** means the amount specified in **Item 2 Schedule 1** and any interest accruing on that amount after it has been paid to the Recipient.

**Grant Material** means all material created, written or otherwise brought into existence as part of, or for the purpose of carrying out the Funded Activity and associated administration of the Grant including all reports (whether in draft or final form), documents, equipment, information and data stored by any means.

- Grant Period** means the period specified in **Item 1 Schedule 1**, and if extended, the initial period and the extended period.
- GST** has the same meaning as it has in the GST Act.
- GST Act** means the *A New Tax System (Goods and Services Tax) Act 1999* (Cwlth).
- Invoice** means an invoice that:
- (1) if GST is payable in respect of any taxable supply made under this Deed, is a valid tax invoice for the purposes of the GST Act;
  - (2) clearly sets out the details of the Funded Activity undertaken or to be undertaken and the amount that is due for payment, is correctly calculated and is in respect of the Funded Activity;
  - (3) sets out or is accompanied by any other details or reports required under this Deed; and
  - (4) is rendered at the times specified in **Item 2 Schedule 1** (if any) and addressed to the Territory's Contract Officer.
- Special Condition** means any provision set out in **Schedule 3**.
- Territory** means:
- (1) when used in a geographical sense, the Australian Capital Territory; and
  - (2) when used in any other sense, the body politic established by section 7 of the *Australian Capital Territory (Self-Government) Act 1988* (Cwlth).

## 1.2 General

In this Deed, unless a contrary intention is expressed:

- (1) references to "Recipient" includes any employees, agents or subcontractors of the Recipient;
- (2) references to legislation or to provisions in legislation include references to amendments or re-enactments of them and to all regulations and instruments issued under the legislation;
- (3) words importing a gender include the others; words in the singular

number include the plural and vice versa; and where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have corresponding meanings;

- (4) “include” is not to be construed as a word of limitation;
- (5) headings have no effect on the interpretation of the provisions; and
- (6) an obligation imposed by this Deed on more than one person binds them jointly and severally.

## **2. Payment and Use of Grant**

### **2.1 Payment of Grant**

The Territory must pay the Recipient the Grant following its receipt of an Invoice and otherwise in accordance with **Item 2 Schedule 1**.

### **2.2 Use of Grant**

The Recipient must:

- (1) use the Grant only for the Funded Activity; and
- (2) undertake the Funded Activity diligently throughout the Grant Period and otherwise in accordance with this Deed.

## **3. Grant Period**

This Deed is for the Grant Period unless extended or terminated under the provisions of this Deed.

## **4. Separate accounting for Grant**

### **4.1 Separately account for Grant**

The Recipient must, within its accounting system, account for the Grant separately from any other funds of the Recipient.

### **4.2 Bank account**

If required by the Territory in writing, the Recipient will deposit and hold in a separate bank account the Grant, and must:

- (1) promptly notify the Territory of:
  - (a) the details of that account, and
  - (b) any change to that account.

- (2) not cause or allow any funds other than the Grant to be deposited into that account.

## 5. GST

If the Recipient is registered under the GST Act, the Territory will, on receipt of an Invoice, pay to the Recipient an amount equal to the GST under the GST Act lawfully payable by the Recipient in respect of supplies to the Territory that are taxable supplies under the GST Act.

## 6. Records

### 6.1 Obligation to keep and provide records

The Recipient must:

- (1) keep all records necessary to substantiate expenditure of the Grant in compliance with applicable laws;
- (2) if requested by the Territory in writing, provide a complete and detailed record and explanation of:
  - (a) expenditure of the Grant,
  - (b) other money received and spent on the Funded Activity,
  - (c) the progress of the Funded Activity, and
  - (d) any other records in respect of the Funded Activity,within the time specified by the Territory (acting reasonably); and
- (3) retain the records referred to in this clause (**Records**) for at least 7 years following the completion of the Funded Activity or the expiration or termination of this Deed, whichever occurs first.

### 6.2 Access

- (1) To audit the Recipient's compliance with this Deed, the Territory may, on 30 calendar days notice in writing (or such shorter period as may be agreed by the parties), enter the Recipient's premises during normal business hours and inspect the Records kept by the Recipient and the progress of the Funded Activity.



- (2) The Recipient must:
- (a) give the Territory access to those facilities and such assistance as may reasonably be necessary to enable the Territory to conduct an audit under **clause 6.2(1)**, and
  - (b) permit the Territory, at its own cost, to take copies of any Records which it reasonably considers relevant to its audit.

### **6.3 Territory's Auditor-General**

Any of the Territory's rights under this **clause 6** may be exercised by the Territory's Auditor-General, her delegate or any relevantly qualified person engaged to perform any functions of the Auditor-General.

## **7. Reporting of progress and expenditure**

### **7.1 Progress reports**

The Recipient must provide written reports to the Territory relating to the progress of the Funded Activity and expenditure of the Grant in the manner and at the times required in **Item 3 Schedule 1**.

### **7.2 Other notifications**

The Recipient must keep the Territory reasonably informed about all matters which are likely to materially and adversely affect the timing, scope or cost of the Funded Activity or the Recipient's ability to carry on the Funded Activity in accordance with this Deed.

## **8. Not Used**

## **9. Intellectual Property Rights**

### **9.1 Ownership of Grant Material**

Ownership of all Grant Material, including any intellectual property rights, vests on its creation in the Recipient.

### **9.2 Licence to Territory**

The Recipient grants to the Territory an irrevocable, non-exclusive, royalty-free licence to:

- (a) use the intellectual property in the Records that are Grant Material; and
- (b) use intellectual property in any other Grant Material only for the purpose of establishing that the Funded Activity has been

undertaken in accordance with the Deed and as otherwise required by law.

### **9.3 Meaning of “use”**

For the purpose of **clause 9**, “use” includes supply, reproduce, publish, perform, communicate, broadcast, adapt and copy.

## **10. Insurance and Indemnity**

### **10.1 Recipient’s insurance**

The Recipient must effect and maintain for the Grant Period:

- (1) all insurance coverage required by it by law;
- (2) public liability insurance with coverage in the amount of not less than the amount specified in **Item 4(1) Schedule 1** in respect of each claim, including voluntary workers insurance cover if volunteers are engaged by the Recipient; and
- (3) any other insurance specified in **Item 4(2) Schedule 1**,

with an insurer having a Standard and Poor’s or Best’s Rating AA or better and must produce evidence of that insurance as required by the Territory.

### **10.2 Indemnity**

The Recipient indemnifies the Territory, its employees and agents against liability in respect of all claims, costs and expenses in relation to all loss, damage, injury or death to persons or property caused by the Recipient, its employees, agents or contractors in connection with the use of the Grant or the conduct of the Funded Activity except to the extent that the Territory caused the relevant loss, damage or injury.

## **11. Termination of Grant**

### **11.1 Breach**

The Territory may terminate this Deed at any time by written notice to the Recipient, if the Recipient:

- (1) is or becomes bankrupt or insolvent, enters into voluntary administration or makes any arrangement with its creditors or takes advantage of any statute for the relief of insolvent debtors;
- (2) fails to:
  - (a) commence the Funded Activity in a timely manner,
  - (b) undertake the Funded Activity diligently, or

- (c) meet any timeframes specified in this Deed; or
- (3) commits any other breach of a provision of this Deed, where that breach:
  - (a) if capable of being remedied, is not remedied within the period specified in a written notice by the Territory, or
  - (b) is not capable of being remedied.

### **11.2 Termination of funding for any reason**

The Territory may, at any time by written notice to the Recipient, terminate this Deed for any reason, and in that event the Recipient must in the event of termination, comply with the notice and **clause 12**.

### **11.3 No prejudice**

Nothing in this **clause 11** prejudices any other rights or remedies of the Territory in respect of any breach of this Deed.

## **12. Refund of Grant**

### **12.1 Repayment of unacquitted funds**

At the end of the Grant Period, or earlier termination of this Deed, the Recipient must:

- (1) unless otherwise required under this Deed, within 30 days, provide the Territory with a statement of expenditure of the whole of the Grant; and
- (2) promptly repay any or all of the Grant that remains unacquitted.

### **12.2 Meaning of unacquitted funds**

For the purposes of **clause 12.1**, the Grant remains unacquitted if it:

- (1) is not spent and is not contractually committed to be spent; or
- (2) has been spent in breach of this Deed.

## **13. Dispute Resolution**

### **13.1 Negotiation and Mediation of Dispute**

- (1) If a difference or dispute (**Dispute**) arises in relation to this Deed, then either party may instigate the process set out in this clause 13, by giving written notice to the other that a Dispute exists, which specifies details of the Dispute, and the parties agree that they will endeavour to resolve the Dispute by negotiations, or, if the Dispute has not been

resolved within 28 days of the issue of the notice, undertake a mediation process.

- (2) If a mediation process is undertaken in accordance with **clause 13.1(1)** the mediator will be an independent mediator agreed by the parties or, failing agreement, nominated by the chairperson of The Institute of Arbitrators and Mediators Australia, ACT Chapter. Unless otherwise agreed, the parties will equally share the costs of the engagement of the mediator.

### **13.2 No prejudice**

Nothing in this **clause 13** will prejudice the rights of either party to institute proceedings to enforce the Deed or to seek injunctive or urgent declaratory relief in respect of any Dispute.

## **14. Variation**

### **14.1 Variation to Funded Activity**

The Recipient must obtain the Territory's prior written approval for any variation to the Funded Activity, including:

- (1) the Funded Activity;
- (2) the Funded Activity's objectives; and
- (3) the Grant Period.

### **14.2 Variation to Deed**

This Deed may only be varied by the written agreement of the parties prior to the expiration of the Grant Period.

## **15. General**

### **15.1 No assignment**

The Recipient must not assign the whole or any part of this Deed without the prior written consent of the Territory. If the Territory gives its consent, the Territory may impose any conditions.

### **15.2 Conflict of interest**

The Recipient warrants that at the start of the Grant Period no conflict of interest exists or is likely to arise in the performance of the Funded Activity and of its other obligations under this Deed and must, if a conflict or risk of conflict of interest arises during the Grant Period, notify the Territory immediately in writing and comply with any requirement of the Territory to eliminate or otherwise deal with that conflict or risk.

### **15.3 No employment, partnership or agency relationship**

Nothing in this Deed constitutes the Recipient, or its employees, agents or subcontractors as employees, partners or agents of the Territory or creates any employment, partnership or agency for any purpose and the Recipient must not represent itself, and must ensure its employees, agents and subcontractors do not represent themselves, as being employees, partners or agents of the Territory.

### **15.4 Entire Agreement**

This Deed comprises the entire agreement between the parties in relation to the Grant and the Funded Activity and supersedes any prior representations, negotiations, writings, memoranda and agreements.

### **15.5 Severability**

Any provision of this Deed that is illegal, void or unenforceable will not form part of this Deed to the extent of that illegality, voidness or unenforceability. The remaining provisions of this Deed will not be invalidated by an illegal, void or unenforceable provision.

### **15.6 No waiver**

Failure or omission by the Territory at any time to enforce or require strict or timely compliance with any provision of this Deed will not affect or impair that provision in any way or the rights and remedies that the Territory may have in respect of that provision.

### **15.7 Compliance with laws and governing law**

- (1) The Recipient must comply with the laws from time to time in force in the Territory in performing the Funded Activity.
- (2) This Deed is governed by and construed in accordance with the law for the time being in force in the Territory and the parties submit to the non-exclusive jurisdiction of the courts of the Territory.

### **15.8 Notices**

Any notice, including any other communication, required to be given or sent to either party under this Deed must be in writing and given to the relevant Contact Officer. A notice will be deemed to have been given:

- (1) if delivered by hand, on delivery;
- (2) if sent by prepaid mail, on the expiration of two days after the date on which it was sent; or
- (3) if sent by electronic mail, on the other party's acknowledgment of receipt by any means.

Notice may not be given by facsimile.

**15.9 Forms and statements**

The Territory may reasonably require any form, record or statement required under this Deed to be in a particular form.

**15.10 Special Conditions**

In the event of any inconsistency between any Special Condition and any other provision of this Deed then, to the extent of any inconsistency, the Special Condition will prevail.

**15.11 Survival of clauses**

**Clauses 6, 7.1, 9.2 and 11** will survive the expiration or earlier termination of this Deed.

## SCHEDULE 1

### GRANT DETAILS

**Item 1. Grant Period**  
*See clauses 1.1 and 3*

From the later of the date this Deed is signed by both parties and 1 July 2016 until 30 June 2019

**Item 2. Grant**  
*See clauses 1.1 and 2.1*

(1) Grant: Total over the Grant Period is \$371,394.00 (incl. GST if GST is payable).

(2) The Grant is payable in three lump sums. An Invoice may be rendered on or after the date outlined in the table below.

Amount	When Invoice may be rendered
\$121,000	The later of the date this Deed is signed by both parties and 1 July 2016
\$123,775	1 July 2017
\$126,619	1 July 2018

(3) Except if otherwise stated in this Deed, the Grant is:

- (a) payable within 30 days of receipt by the Territory of an Invoice; and
- (b) inclusive of GST and all other taxes, duties and charges.

**Item 3. Reporting and Acquittal**  
*See clause 7.1*

The Recipient must provide the Territory with reports on the expenditure of the Grant and Funded Activities undertaken. These reports must be provided on an annual basis by 31 August, with the first report provided by 31 August 2017.

The Recipient must prepare and provide an evaluation report for the Territory by 1 March 2019. This report must, at a minimum, provide sufficient information to enable the Territory to assess the effectiveness of these activities and provide recommendations for future activities.

**Item 4. Other insurance requirements**  
*See clause 10.1*

- (1) Public Liability Insurance: \$10 Million
- (2) Workers compensation as required by law
- (3) Professional indemnity insurance: \$10

Million in respect of each claim and in the annual aggregate.

**Item 5. Contact Officers**

*See clauses 1.1 and 14.8*

**For the Territory:**

Mr Michael Young  
Executive Director  
Workplace Safety and Industrial Relations  
Chief Minister, Treasury and Economic  
Development Directorate  
T : (02) 6205 3095  
E: [michael.young@act.gov.au](mailto:michael.young@act.gov.au)

Ms Jane Carmody  
Manager  
Workplace Safety and industrial Relations  
Chief Minister, Treasury and Economic  
Development Directorate  
T: (02) 6207 0021  
E: [jane.carmody@act.gov.au](mailto:jane.carmody@act.gov.au)

**For the Recipient:**

Alex White  
E-mail: [UnionsACT@UnionsACT.org.au](mailto:UnionsACT@UnionsACT.org.au)  
Phone: (02) 6225 8116  
Fax: (02) 6225 8117  
Address: 189 Flemington Road, Mitchell ACT  
2911  
Postal Address: PO Box 279, Dickson ACT 2602



## SCHEDULE 2

### THE FUNDED ACTIVITY

#### **Funded Activities**

The Recipient is the peak union body representing 24 unions and over 33,000 workers in the Canberra Region, and actively works to increase awareness of work health and safety (WHS) rights and regulation.

The Grant is provided to support the Recipient's WHS awareness activities, and more specifically is to be used by the Recipient to engage one or more persons to assist the Recipient meet the following objectives:

1. Raising and increasing awareness of WHS issues and resources in Territory workplaces;
2. Facilitating access to WHS training for employers and employees;
3. Providing other WHS services, advice and support to employers and employees;  
and
4. Undertaking research into WHS and related matters.

## SCHEDULE 3

### SPECIAL CONDITIONS

*See clauses 1.1 and 15.10*

Not used.

SIGNED AS A DEED ON 12 MAY ..... 2016

SIGNED for and on behalf of the )  
AUSTRALIAN CAPITAL TERRITORY )  
in the presence of: )

[Redacted Signature] .....  
Signature of Territory delegate

[Redacted Signature] .....  
Signature of witness

Michael Young .....  
Print name

Jane Carmody .....  
Print name

SIGNED for and on behalf of the Trades )  
and Labour Council of ACT )  
Incorporated )  
in the presence of: )

[Redacted Signature] .....  
Signature of Recipient or authorised officer\*  
\*delete whichever is not applicable (see note below)

[Redacted Signature] .....  
Signature of witness

Alexander White .....  
Print name and position Secretary

CHRISTOPHER O'ROURKE .....  
Print name

[Redacted Signature] .....  
Signature of second authorised officer\*  
\*see note below

Andrew James .....  
Print name and position Assistant Secretary



Note:

Date:

Must be dated on the date the last party signs the Deed or, if signed counterparts of the Deed are exchanged, the date of exchange. Also date the cover page.

Incorporated Association:

Must be signed in accordance with the Recipient's constitution, which may or may not require the common seal to be affixed. As a minimum, 2 authorised officers must sign.



President: Phil Johnstone  
 Secretary: Peter Malone  
 File ref: PM/04/48

PO Box 279  
 17 Woolley St  
 Dickson ACT 2602  
 Ph: 02 62477844  
 Fax: 02 6247 2349

Ms Penny Shakespeare  
 Director  
 Office of Industrial Relations  
 Chief Minister's Department  
 GPO Box 158  
 Canberra ACT 2601

Dear Ms Shakespeare

**OH&S Liaison Officer- Activity report December 2003- December 2004**

As you are aware, the ACT Assembly agreed to fund an Occupational Health and Safety Liaison Officer employed by Unions ACT to perform the following duties:

1. Liaise with member organisations, Government and employers on local OHS trends and issues.
2. Assess the OH&S training needs of employees and employers in the ACT public and private sectors and conduct appropriate training to meet those needs.
3. Provide expertise and advice to Unions ACT to assist with the development of policy on occupational health and safety legislation, training requirements and specific projects.
4. Other duties as required, including:
  - Provide support/research service for past course participants and other interested parties.
  - Analyse course evaluations and revise course material where appropriate.
  - Prepare training materials.
  - Represent UnionsACT/Workwatch at government, industry and training provider forums as required by the Secretary.
  - Provide support for UnionsACT OH&S Trainer as required
  - Conduct workplace OH&S inspections

An OHS Liaison Officer was recruited by Unions ACT during the 2003/04 financial year, commencing work on 8 December 2003. Activities of that officer up to the 31 December 2004 include:

- Preparation of Unions ACT's position paper for the OHS Council's current review of the scope and structure of the Occupational Health and Safety Act;

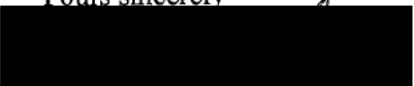
- Coordination of comments and feedback on draft guidelines prepared by ACT WorkCover, including the recent guideline on bullying at the workplace.
- Researching private industries to identify priority areas for OHS Training and followed up by direct contact to identify and assess training needs and to increase general OHS awareness in the following Private Sector industries:
  - Accounting
  - Aged Care
  - Community Services Sector
  - Construction
  - Daycare Centres
  - Fitness Centres
  - Hospitality (Hotels, Clubs & function Centres)
  - Insurance Agencies
  - Motor Vehicle Dealerships
  - Private Schools Sector
  - Transport
- The ongoing delivery of OH&S training courses designed to meet the needs of ACT employers and employees and the undertaking of workplace inspections as part of those courses.
- The ongoing review of all OH&S Representative course material.
- An analysis of the participant evaluation forms from each course, with a view to implementing improvements to the course delivery.
- Assisting in the conduct of an inaugural information seminar as one of the ACT Government's September 'Spring into Safety' promotional month activities. Keynote speakers included the ACT WorkCover Commissioner and an indoor hazard assessment specialist. Attendees included representatives from the ACT & Commonwealth Governments as well as from the ACT Private Sector. The night successfully assisted the participants to absorb information on the new OH&S legislation, asbestos management and allowed them to view practical demonstrations ranging from Protective Equipment to information on consultative services.

Attached please find two invoices: one as a reconciliation for the end of financial year 30 June 2004; the other as actual and anticipated costs from 1 July 2004 to 31 December 2004.

As part of our annual audit of accounts (financial year ending 31 August 2004), it has been calculated that the actual expenses associated with the position were less than that claimed for within the previous financial year, hence the first invoice is a credit of (\$6,398.62). Accordingly, the total amount requested for payment is \$40,851.00 - \$6,398.62 = **\$34,452.38**.

Your assistance in forwarding this payment would be greatly appreciated.

Yours sincerely

  
 Mr Peter Malone  
 Secretary  
 UnionsACT  
 2 November 2004



President: Phil Johnstone  
 Secretary: Peter Malone  
 File ref: PM/05/81

PO Box 279  
 17 Woolley St  
 Dickson ACT 2602  
 Ph: 02 62477844  
 Fax: 02 6247 2349

Ms Penny Shakespeare  
 Director  
 Office of Industrial Relations  
 Chief Minister's Department  
 GPO Box 158  
 Canberra ACT 2601

Dear Ms Shakespeare

#### **OH&S Liaison Officer- Activity Report January – June 2005**

As you are aware, the ACT Assembly agreed to fund an Occupational Health and Safety Liaison Officer employed by Unions ACT to perform the following duties:

1. Liaise with member organisations, Government and employers on local OHS trends and issues.
2. Assess the OH&S training needs of employees and employers in the ACT public and private sectors and conduct appropriate training to meet those needs.
3. Provide expertise and advice to Unions ACT to assist with the development of policy on occupational health and safety legislation, training requirements and specific projects.
4. Other duties as required, including:
  - Provide support/research service for past course participants and other interested parties.
  - Analyse course evaluations and revise course material where appropriate.
  - Prepare training materials.
  - Represent UnionsACT/Workwatch at government, industry and training provider forums as required by the Secretary.
  - Provide support for UnionsACT OH&S Trainer as required
  - Conduct workplace OH&S inspections

An OHS Liaison Officer was recruited by Unions ACT during the 2003/04 financial year, commencing work on 8 December 2003.

Activities of that officer between January and June 2005 include:


- Revision of Unions ACT's position paper for the OHS Council's review of the scope and structure of the Occupational Health and Safety Act;
- Participation in all OH&S Legislative Review Advisory Committee meetings;
- Researching private industries to identify priority areas for OHS Training and followed up by direct contact to identify and assess training needs and to increase general OHS awareness in the following Private Sector industries:
  - Security
  - Cleaning
  - Aged Care
  - Community Services Sector
  - Construction
  - Child Care Centres
  - Plant Operators
  - Hospitality (Hotels, Clubs & function Centres)
  - Private Schools Sector
  - Courier Delivery Services
- The ongoing delivery of OH&S training courses designed to meet the needs of ACT employers and employees and the undertaking of workplace inspections as part of those courses. In particular conducting specific training for "authorised representatives" under the revised OH&S Act.
- The ongoing review of all OH&S Representative course material.
- An analysis of the participant evaluation forms from each course, with a view to implementing improvements to the course delivery.
- The provision of support/ research service to past course participants.
- Liaison with ACT government Indigenous Education Offices to provide a clear understanding of their OH&S responsibilities and obligations.

Attached please find a copy of our invoice for the period 1 April to 30 June 2005 and a reconciliation for the end of financial year 30 June 2005. A further invoice for the period 1 July to 30 September 2005 will be sent in the near future.

The reconciliation is based on the authorised amounts from the 2004 financial year, but increased to reflect a full 12 month period.

Your assistance in forwarding this payment would be greatly appreciated.

Yours sincerely

  
Mr Peter Malone  
Secretary  
UnionsACT  
28 July 2005


**Unions ACT**

Trades and Labour Council of the ACT Inc  
 PO Box 279 Dickson ACT 2602  
 Telephone: 02 6247 7844  
 Facsimile: 02 6247 2349  
 Email: unionsact@unionsact.org.au

President:

Secretary: P Malone

File Ref: PM/06/17

*me*  
 Ms Margaret Cotton  
 Director  
 Office of Industrial Relations  
 Chief Minister's Department  
 GPO Box 158  
 Canberra ACT 2601

Dear Ms Cotton

As you are aware, the ACT Assembly agreed to fund an Occupational Health and Safety Liaison Officer employed by UnionsACT to perform the following duties:

1. Liaise with member organisations, Government and employers on local OHS trends and issues.
2. Assess the OH&S training needs of employees and employers in the ACT public and private sectors and conduct appropriate training to meet those needs.
3. Provide expertise and advice to Unions ACT to assist with the development of policy on occupational health and safety legislation, training requirements and specific projects.
4. Other duties as required, including:
  - Provide support/research service for past course participants and other interested parties.
  - Analyse course evaluations and revise course material where appropriate.
  - Research and analyse current developments in OH&S to ensure that the course content is up to date.
  - Prepare training materials.
  - Represent UnionsACT/Workwatch at government, industry and training provider forums as required by the Secretary.
  - Provide support for UnionsACT OH&S Trainer as required
  - Conduct workplace OH&S inspections

An OHS Liaison Officer was recruited by UnionsACT during the 2003/04 financial year, commencing work on the 8<sup>th</sup> of December 2003.

Activities of that Officer between July 2005 and June 2006 include:

- Participation in all OH&S Legislative review advisory committee meetings.
- Liaison with UnionsACT affiliates, employers and ACT Government to determine local/regional issues.

*Thilaga,*  
 Could you please  
 prepare an invoice  
 for the amount to  
 Unions ACT. Cost Code  
 1123

*Thanks*

*9/6/03*



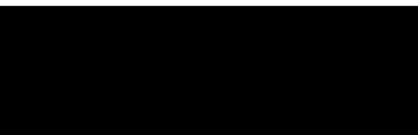
- Liaison with ACT Government OH&S coordinators (or other staff assigned with those duties) to determine their section's needs under the Act.
- Research of private industries to identify priority areas for OHS training and followed up by direct contact to identify and assess training needs and to increase general OHS awareness in the following industries:
  - Childcare Centres and After School Care Facilities
  - Aged Care
  - ACT Racing
  - Building and Maintenance services
  - Employment Agencies
  - Hospitality
  - Cleaning Services
  - Community Services Sector
  - Construction Sector (Excavations, Scaffolding, Installation, Finishing Trades)
  - Education Sector
  - Electrical Trades & ACTEW
  - Medical facilities
  - Retail (including large retail and retail centre management)
- The ongoing delivery of OH&S training courses designed to meet the needs of ACT employers and employees and the undertaking of workplace inspections as part of those courses. In particular following up specific training requirements for participants seeking to gain 'authorised representative' status, the delivery of refresher OH&S courses and the delivery of Manager/Supervisor OH&S courses.
- The redesign of all training courses to remove ACT Public Service HSRs from past joint ACT/Commonwealth HSR training courses, resulting in a new training package for both the Public and Private Sector HSRs within the ACT jurisdiction.
- The review of all OH&S Representative course material.
- An analysis of the participant evaluation forms from each course, with a view to implementing improvements to the course delivery.
- The provision of support/research to past course participants and their workplace.

During the last 12 months the OH&S Liaison Officer has successfully completed an internal performance management process and has also commenced training for a Certificate IV in OH&S.

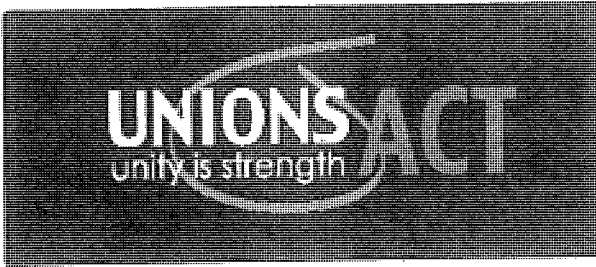
Attached please find the financial reconciliation for this financial year and the invoice for the period 29 March to 27 June 2006. Your attention to this account plus the outstanding invoice for 28 December 2005 to 28 March 2006 would be greatly appreciated.

Should you wish to discuss any aspect of this report, please do not hesitate to contact me at this office or on 0408 249 760.

Yours sincerely



Peter Malone  
 Secretary  
 UnionsACT  
 7 June 2006



**Unions ACT**  
 Trades and Labour Council of the ACT  
 Inc  
 PO Box 279  
 DICKSON ACT 2602

Email: unionsact@unionsact.org.au

Telephone: 02 62477844  
 Facsimilie: 02 62472349

**Attn: Liesl Centenara**

Director of Office of Industrial Relations

**Re: OH&S Liaison Officer**

As part of the 2003/04 Second Appropriation, the ACT Assembly agreed to fund an Occupational Health and Safety Liaison Officer employed by Unions ACT to promote OHS awareness, particularly in private sector workplaces, and to provide

An OI  
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 ACT.

Date \_\_\_\_\_

To 1

READ

COMMENT  
 and

FORWARD

FILE

DISCARD

RETURN TO

**PLEASE CIRCULATE**

Anne 6247 7844

2 Liesl - note that they  
 3 are also supposed to  
 4 provide a summary of  
 5 what the OHS Liaison  
 6 Officer has been doing  
 7 each quarter -> term  
 8 of the original grant +  
 9 best to ask for this for  
 accountability reasons. Penny

Post-it Notes

the 2003/04 financial  
 Liaison Officer also

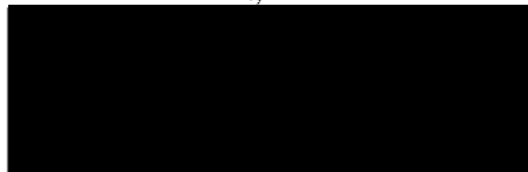
for Output 1.4, and  
 d on a quarterly  
 nment by Unions

Activities of the OHS Liaison Officer to date include:

- Support of Unions ACT's position paper for the OHS Council's review of the scope and structure of the Occupational Health and Safety Act;

- Participation in all OH&S Legislative Review Advisory Committee meetings;
- Researching the ACT private and public sector to identify priority areas for OHS Training and followed up by direct contact with employers to identify and assess training needs and to increase general OHS awareness in the following areas:
  - ACT Government
  - Aged Care Industry
  - Child Care Centres
  - Cleaning Industry
  - Community Services Sector
  - Construction Industry
  - Hospitality Industry (Hotels, Clubs & function centres)
  - Security Industry
  - Transport Industry
- The ongoing review of all OH&S Representative course material.
- An analysis of the participant evaluation forms from each course, with a view to implementing improvements to the course delivery.
- The provision of support/research service to past course participants

Yours sincerely,



Linda Francis

**UnionsACT President**

October 26, 2006



**Unions ACT**  
 Trades and Labour Council of the ACT  
 Inc  
 PO Box 279  
 DICKSON ACT 2602

**Email: [unionsact@unionsact.org.au](mailto:unionsact@unionsact.org.au)**

Telephone: 02 62477844  
 Facsimilie: 02 62472349

**Attn: Liesl Centenara**

Director of Office of Industrial Relations

**Re: OH&S Liaison Officer**

As part of the 2003/04 Second Appropriation, the ACT Assembly agreed to fund an Occupational Health and Safety Liaison Officer employed by Unions ACT to promote OHS awareness, particularly in private sector workplaces, and to provide OHS training to employees and employers.

An OHS Liaison officer was recruited by Unions ACT during the 2003/04 financial year, commencing work on 8 December 2003. The OH&S Liaison Officer also acts as a trainer for the WorkWatch training centre.

Funding for the OHS Liaison officer is included in the budget for Output 1.4, and is administered as a grant, with invoices from UnionsACT paid on a quarterly basis. Activity reports are provided upon request to the Government by Unions ACT.

Activities of the OHS Liaison Officer to date include:

- Support of Unions ACT's position paper for the OHS Council's review of the scope and structure of the Occupational Health and Safety Act;

- Participation in all OH&S Legislative Review Advisory Committee meetings;
- Researching the ACT private and public sector to identify priority areas for OHS Training and followed up by direct contact with employers to identify and assess training needs and to increase general OHS awareness in the following areas:
  - ACT Government
  - Aged Care Industry
  - Child Care Centres
  - Cleaning Industry
  - Community Services Sector
  - Construction Industry
  - Hospitality Industry (Hotels, Clubs & function centres)
  - Security Industry
  - Transport Industry
- The ongoing review of all OH&S Representative course material.
- An analysis of the participant evaluation forms from each course, with a view to implementing improvements to the course delivery.
- The provision of support/research service to past course participants

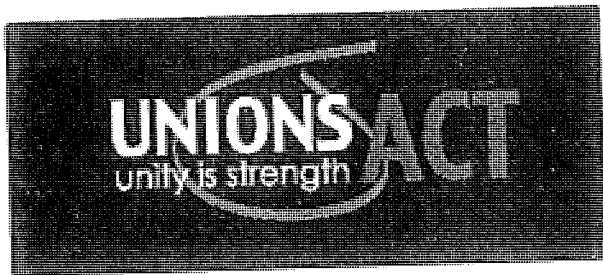
Yours sincerely,



Kim Sattler

**UnionsACT Secretary**

January 30, 2007



**Unions ACT**  
 Trades and Labour Council of the ACT  
 Inc  
 PO Box 279  
 DICKSON ACT 2602

Email: [unionsact@unionsact.org.au](mailto:unionsact@unionsact.org.au)

Telephone: 02 62477844  
 Facsimile: 02 62472349

**Attn: Liesl Centenara**

Director of Office of Industrial Relations

**Re: OH&S Liaison Officer**

As part of the 2003/04 Second Appropriation, the ACT Assembly agreed to fund an Occupational Health and Safety Liaison Officer employed by Unions ACT to promote OHS awareness, particularly in private sector workplaces, and to provide OHS training to employees and employers.

An OHS Liaison officer was recruited by Unions ACT during the 2003/04 financial year, commencing work on 8 December 2003. The OH&S Liaison Officer also acts as a trainer for the WorkWatch training centre.

Funding for the OHS Liaison officer is included in the budget for Output 1.4, and is administered as a grant, with invoices from UnionsACT paid on a quarterly basis. Activity reports are provided upon request to the Government by Unions ACT.

Activities of the OHS Liaison Officer to date include:

- Support of Unions ACT's position paper for the OHS Council's review of the scope and structure of the Occupational Health and Safety Act;

- Participation in all OH&S Legislative Review Advisory Committee meetings;
- Participation in ACT Government's OH&S structures;
- Researching the ACT private and public sector to identify priority areas for OHS Training and followed up by direct contact with employers to identify and assess training needs and to increase general OHS awareness in the following areas:
  - Aged Care Industry
  - Construction Industry (including Building Maintenance)
  - Education Sector
  - Hospitality Industry (Hotels, Clubs, function centres, gyms & fitness centres)
  - Labour Hire
  - Medical Sector
  - Retail Industry
  - Transport, Removals & Storage Sectors
- The ongoing review of all OH&S Representative course material.
- An analysis of the participant evaluation forms from each course, with a view to implementing improvements to the course delivery.
- The provision of support/research service to past course participants

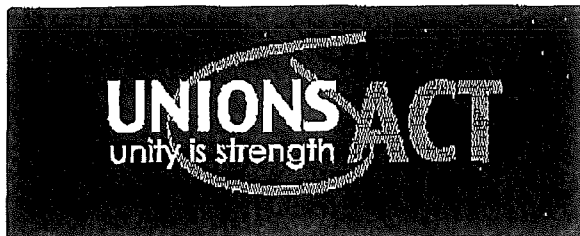
Yours sincerely,

---

Kim Sattler

**UnionsACT Secretary**

March 29, 2007



**Unions ACT**  
Trades and Labour Council of the ACT  
Inc  
PO Box 279  
DICKSON ACT 2602

**Email: [unionsact@unionsact.org.au](mailto:unionsact@unionsact.org.au)**

Telephone: 02 62477844  
Facsimilie: 02 62472349

**Attn: Liesl Centenara**

**Director of Office of Industrial Relations**

**Re: OH&S Liaison Officer**

As part of the 2003/04 Second Appropriation, the ACT Assembly agreed to fund an Occupational Health and Safety Liaison Officer employed by Unions ACT to promote OHS awareness, particularly in private sector workplaces, and to provide OHS training to employees and employers.

An OHS Liaison officer was recruited by Unions ACT during the 2003/04 financial year, commencing work on 8 December 2003. The OH&S Liaison Officer also acts as a trainer for the WorkWatch training centre.

Funding for the OHS Liaison officer is included in the budget for Output 1.4, and is administered as a grant, with invoices from UnionsACT paid on a quarterly basis. Activity reports are provided upon request to the Government by Unions ACT.

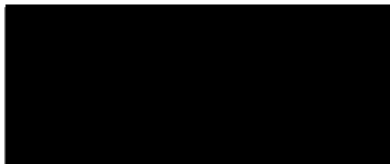


**Activities of the OHS Liaison role to date include:**

- Provide advise and support to UnionsACT Secretary on ACT Region OH&S Issues – including liaison, attendance and support for the ACT OH&S Council with regards to the OH&S General Regulation, impending Work Safety Bill and the Worker's compensation review;
- Continued support of Unions ACT's position paper for the OHS Council's review of the scope and structure of the Occupational Health & Safety Act;
- Participation in ACT Government's OH&S structures including attendance at multiple relevant committees, liaising with CMD, Shared Services, WorkCover, Safety Commissioner & diverse relevant affiliated Unions;
- Contribution to UnionsACT's submission to the Comcare Review (as announced by the Federal Government)
- Researching the ACT private and public sectors to identify priority areas for Union support of OH&S Issues, including OHS Training, Occupational Violence, clear policies and procedures, support requirements, manual handling education, etc... Direct contact to identify/assess training needs and to increase general OHS awareness in the following areas:
  - ACT Government (Continuing)
  - Aged Care Facilities
  - Community Services Sector
  - Construction Industry
  - Medical Sector
  - Schools & Further Education
- Continued monitoring of OH&S Training in the ACT
- Ongoing support of Union Affiliates, Union Members, HSRs and other OH&S professionals within the ACT Region – including the provision of support/research service to course participants (past and present).

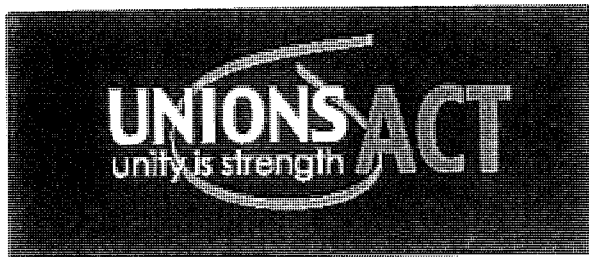
- Liaison with Safety Equipment providers re new products and safety expo involvement.
- Liaison with ACT Government, Affiliated Unions and other concerned parties on ongoing & potential emerging OH&S issues in the ACT Region.
- Conduct courses to train all industries in the ACT in OH&S related issues – includes HSR training, Committee Training, manager & supervisor training, OH&S induction training, etc. This also includes presenting at forums.
- The ongoing review of all OH&S course material (including ACT Health & Safety Representative Training accreditation as required by the OH&S Council).
- Review of relevant industries training needs with research and creation of additional courses and materials. Eg: OH&S Induction.
- An analysis of the participant evaluation forms from each course, with a view to implementing improvements to the course delivery.
- Meeting with new Safety Commissioner re future initiatives. Eg. Safety Expo, community sector projects & retail sector projects.
- Meetings with OSR re WorkCover inspectors and assessor panels.

Yours sincerely,



---

Kim Sattler  
**UnionsACT Secretary**  
May 5, 2008



**Unions ACT**  
Trades and Labour Council of the ACT  
Inc  
PO Box 279  
DICKSON ACT 2602

Email: [unionsact@unionsact.org.au](mailto:unionsact@unionsact.org.au)

Telephone: 02 62477844  
Facsimilie: 02 62472349

**Attn:** Liesl Centenara  
Director of Office of Industrial Relations

**Re:** OH&S Liaison Officer

**Introduction:**

As part of the 2003/04 Second Appropriation, the ACT Assembly agreed to fund an Occupational Health and Safety Liaison Officer employed by Unions ACT to promote OHS awareness, particularly in private sector workplaces, and to provide OHS training to employees and employers.

An OHS Liaison officer was recruited by Unions ACT during the 2003/04 financial year, commencing work on 8 December 2003. The OH&S Liaison Officer also acts as a trainer for the WorkWatch Training Centre.

5. Direct contact was undertaken to identify/assess training needs and to increase general OHS awareness in the following areas:
  - 1.1 ACT Government (Continuing)
    - 1.1.1 DHCS
      - 1.1.1.1 Community Sector OH&S Proposal
    - 1.1.2 Education
      - 1.1.2.1 Multiple HSRs in Schools & CIT
      - 1.1.2.2 Working with AEU on Anti-bullying strategies
    - 1.1.3 ACTION
      - 1.1.3.1 Multiple HSRs trained
    - 1.1.4 JACS
      - 1.1.4.1 Planned Training of AMC HSRs
      - 1.1.4.2 Cooperation with CPSU to address several specific OH&S structural issues
  - 1.2 Hospitality Sector
  - 1.3 Construction, Electrical and Manufacturing Industry
  - 1.4 Aged Care Facilities
  - 1.5 Community Services and Churches Sector
6. Contacting entire client and affiliate base to inform them of our new location and updated training package – includes a comprehensive overhaul of all marketing and information materials.
7. Continued monitoring of the quality of OH&S Training in the ACT; including access to training by employees.
8. Ongoing support of Union Affiliates, Union Members, HSRs and other OH&S professionals within the ACT Region – includes the provision of support/research service to course participants (past and present).

## ACT Government OH&amp;S Training through UnionsACT / WorkWatch

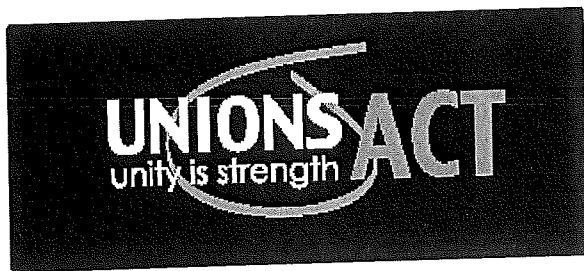
Course	Attendance 07-08	Attendance 06-07	Attendance 05-06
HSR Training	32	32	71
HSR Refresher	8	10	29
OH&S Committee	3	6	5
OH&S for Managers & Supervisors	4	0	9

Despite increased Union presence, OH&S marketing throughout the territory and a direction by the Minister to comply to the OH&S Act, there has been no significant rise in ACT Government employees accessing OH&S training.

These figures may seem innocuous on their own, especially as they are the statistics of only one of three Training organizations authorised by the ACT OH&S Council to run HSR training. However when taking into account some other issues these statistics begin to be alarming.

- WorkWatch is one of three providers accredited to run ACT HSR Training in the ACT. We can assume then that the other training organisations would be training at least the same number of HSRs as WorkWatch... Which means approximately 96 HSRs are being trained per year in ACT Government.
- ACT Gov has grown by 2,500 personnel in the last financial year to 13,000 employees – are these additional employees part of DWG with HSRs?
- In 2004 WorkCover released findings that most HSRs in the ACT suffered 'burnout' after only 12 months in the role. Without addressing the appalling circumstances where this is so (and not much has changed in terms of the primary reason for HSR burnout: 'lack of support'): We know the turnover of HSRs is High in the ACT, so where are all the new HSRs?

UnionsACT supports the concept of the ACT Government as Exemplar when it comes to OH&S. To counter the increasing compensation insurance cost the ACT Government needs to begin training every manager and supervisor to inform them of their responsibility to provide a safe working environment (Physically and Mentally Safe) and that every employee has the basic Human Right to be safe at work.



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**Attn: Liesl Centenara**  
Director of Office of Industrial Relations

**Re: OH&S Liaison Officer**

**Introduction:**

As part of the 2003/04 Second Appropriation, the ACT Assembly agreed to fund an Occupational Health and Safety Liaison Officer employed by Unions ACT to promote OHS awareness, particularly in private sector workplaces, and to provide OHS training to employees and employers.

An OHS Liaison officer was recruited by Unions ACT during the 2003/04 financial year, commencing work on 8 December 2003. The OH&S Liaison Officer also acts as a trainer for the WorkWatch Training Centre.

Funding for the OHS Liaison officer is included in the budget for Output 1.4, and is administered as a grant, with invoices from UnionsACT paid on a quarterly basis. Activity reports are provided upon request to the Government by Unions ACT.

**Activities of the OHS Liaison role to date include:**

1. Providing of advice and support to UnionsACT Secretary on ACT Region OH&S Issues – including liaison, attendance and support for the ACT OH&S Council and Safety Week Launch.
2. Coordination with affiliates on the newly introduced ACT Work Safety Bill and developing stages for regulation and supporting materials.
3. Working with the ACTU, and ACT affiliated Unions, on National Harmonization projects as well as cooperation with the National TLCs to develop a joint OH&S legislation communiqué
4. Researching the ACT private and public sectors to identify priority areas for Union support of OH&S Issues, including OHS Training, DWG formation, Bullying prevention strategies, Sharps policies and procedures, Clear policies and procedures, support requirements, manual handling education, etc...
5. Liaison with ACT Government Shared Services and Union Affiliates on the soon to be released ACT Government OH&S Framework.



6. Assistance to UnionsACT Secretary on future initiatives with the ACT Work Safety Commissioner:

- 14.1 Community sector project,
- 14.2 Assistance in developing ACT specific HSR handbook,
- 14.3 Providing advise and support for expo providers,
- 14.4 Preparation for the ACT Safety Show,
- 14.5 Ongoing industry specific projects.

7. Continuing analysis of the participation of ACT Government in OH&S Training.

8. Ongoing support of Union Affiliates, Union Members, HSRs and other OH&S professionals within the ACT Region – includes the provision of support/research service to course participants (past and present).

9. Liaison with ACT Government, Affiliated Unions and other concerned parties on ongoing & potential emerging OH&S issues in the ACT Region.

10. Direct contact was undertaken to identify/assess training needs and to increase general OHS awareness in the following areas:

1.1 ACT Government (Continuing) – in particular:

1.1.1 ACTION - Multiple HSRs trained

1.1.2 ACTPLA - Multiple HSRs trained

1.1.3 Education & Training - Multiple HSRs trained for  
Schools & CIT

1.1.4 JACS

1.1.4.1 Multiple HSRs trained

1.1.4.2 Continued assistance to CPSU to  
address several specific OH&S  
structural issues, DWG and policy  
issues.

- 1.2 AFP - Multiple HSRs trained
- 1.3 Aged Care Sector
- 1.4 Childcare Sector
- 1.5 Commonwealth Government Departments
- 1.6 Community Services Sector
- 1.7 Construction, Electrical and Manufacturing Industry
- 1.8 Finance, Legal & Property management Sectors
- 1.9 Hospitality Sector – Investigations into fatigue and manual handling issues
- 1.10 Retail & Small Industry Sector – Investigations into forklift, fire, working at height and other OH&S hazards.
- 1.11 Adult education and Training services
- 1.12 Unions – Authorised representative advice and training

11. Assisting in maintaining and renewing RTO accreditation of UnionsACT / WorkWatch to conduct competency based HSR & HSR Refresher training.

12. Assisting in maintaining and renewing ARC accreditation of HSR & HSR Refresher training.

13. Conduct accredited courses to train all industries in the ACT in OH&S related issues – includes HSR training, Committee Training, manager & supervisor training, OH&S induction training, etc.

14. The ongoing review of all OH&S course material (including the requirements of the OH&S Council for ACT Health & Safety Representative Training Accreditation) and research of new materials.

15. Review of relevant industries training needs with research and creation of additional customised courses and materials.

16. An analysis of the participant evaluation forms from each course, with a view to implementing improvements to the course delivery.

17. Continued monitoring of the quality of OH&S Training in the ACT; including access to training by employees.

**Conclusion:**

A particular concern during this and last reporting period has been the process of accreditation of HSR Training Courses through the OH&S council and ARC. This issue has involved multiple meetings with the WorkSafety Commissioner, ARC and CMD. Currently, UnionsACT/ WorkWatch are the only accredited provider of ACT specific HSR Training Courses (Primary Course and Refresher Course) within the ACT. This ongoing issue begs the question: Are the other 'unaccredited' providers of HSR training in the ACT conducting HSR training relevant to ACT Legislation and to the specific requirements of HSRs in the region?

UnionsACT continues to maintain an active and vital role in OHS in the ACT. The funding for the Occupational Health and Safety Liaison Officer allows UnionsACT to continue this integral role in the region.

This funding allows UnionsACT to provide services and attendance on many consultative forums that would not be possible without the support of the ACT Government.

Yours sincerely,

---

Kim Sattler

**UnionsACT Secretary**

October 21, 2008



**Unions ACT**  
Trades and Labour Council of the ACT Inc  
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Facsimile: 02 6247 2349  
Email: unionsact@unionsact.org.au

President:

Secretary:

sighted  
RANE 17/11/08

**Attn: Liesl Centenara**

Director of Office of Industrial Relations

**Re: OH&S Liaison Officer**

As part of the 2003/04 Second Appropriation, the ACT Assembly agreed to fund an Occupational Health and Safety Liaison Officer employed by Unions ACT to promote OHS awareness, particularly in private sector workplaces, and to provide OHS training to employees and employers.

An OHS Liaison officer was recruited by Unions ACT during the 2003/04 financial year, commencing work on 8 December 2003. The OH&S Liaison Officer also acts as a trainer for the WorkWatch training centre.

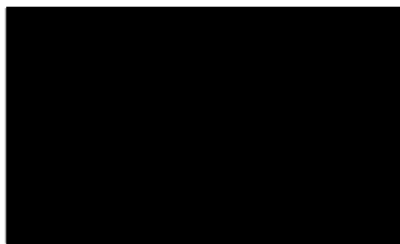
Funding for the OHS Liaison officer is included in the budget for Output 1.4, and is administered as a grant, with invoices from UnionsACT paid on a quarterly basis. Activity reports are provided upon request to the Government by Unions ACT.

Activities of the OHS Liaison role to date include:

- Provide advise and support to UnionsACT Secretary on ACT Region OH&S Issues – including liaison, attendance and support for the ACT OH&S Council with regards to the OH&S General Regulation, impending Work Safety Bill and the Worker’s compensation review;
- Continued support of Unions ACT’s position paper for the OHS Council’s review of the scope and structure of the Occupational Health & Safety Act;
- Participation in ACT Government’s OH&S structures including attendance at multiple relevant committees, liaising with CMD, Shared Services, WorkCover, Safety Commissioner & diverse relevant affiliated Unions;
- Contribution to UnionsACT’s submission to the Comcare Review (as announced by the Federal Government)
- Researching the ACT private and public sectors to identify priority areas for Union support of OH&S Issues, including OHS Training, Occupational Violence, clear policies and procedures, support requirements, manual handling education, etc... Direct contact to identify/assess training needs and to increase general OHS awareness in the following areas:
  - ACT Government (Continuing)
  - Aged Care Facilities
  - Community Services Sector
  - Construction Industry
  - Medical Sector
  - Schools & Further Education
- Continued monitoring of OH&S Training in the ACT
- Ongoing support of Union Affiliates, Union Members, HSRs and other OH&S professionals within the ACT Region – including the provision of support/research service to course participants (past and present).

- Liaison with Safety Equipment providers re new products and safety expo involvement.
- Liaison with ACT Government, Affiliated Unions and other concerned parties on ongoing & potential emerging OH&S issues in the ACT Region.
- Conduct courses to train all industries in the ACT in OH&S related issues – includes HSR training, Committee Training, manager & supervisor training, OH&S induction training, etc. This also includes presenting at forums.
- The ongoing review of all OH&S course material (including ACT Health & Safety Representative Training accreditation as required by the OH&S Council).
- Review of relevant industries training needs with research and creation of additional courses and materials. Eg: OH&S Induction.
- An analysis of the participant evaluation forms from each course, with a view to implementing improvements to the course delivery.
- Meeting with new Safety Commissioner re future initiatives. Eg. Safety Expo, community sector projects & retail sector projects.
- Meetings with OSR re WorkCover inspectors and assessor panels.

Yours sincerely,



Kim Sattler

**UnionsACT Secretary**

April 7, 2008



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**Attn:** Liesl Centenara  
Director of Office of Industrial Relations

**Re:** OH&S Liaison Officer

**Introduction:**

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An OHS Liaison officer was recruited by Unions ACT during the 2003/04 financial year, commencing work on 8 December 2003. The OH&S Liaison Officer also acts as a trainer for the WorkWatch Training Centre.

Funding for the OHS Liaison officer is included in the budget for Output 1.4, and is administered as a grant, with invoices from UnionsACT paid on a quarterly basis. Activity reports are provided upon request to the Government by Unions ACT.

**Activities of the OHS Liaison role to date include:**

1. Providing of advice and support to UnionsACT Secretary on ACT Region OH&S Issues – including liaison, attendance and support for the ACT OH&S Council.
2. Continuing coordination with affiliates on the newly introduced ACT Work Safety Bill and developing stages for regulation and supporting materials.
3. Continued cooperation with the ACTU, and ACT affiliated Unions, on National Harmonization projects.
4. Researching the ACT private and public sectors to identify priority areas for Union support of OH&S Issues, including OHS Training, DWG formation, Bullying prevention strategies, Sharps policies and procedures, Clear policies and procedures, support requirements, manual handling education, etc...
5. Assistance to UnionsACT Secretary on future initiatives with the ACT Work Safety Commissioner:
  - 14.1 Development of Community sector OH&S project,
  - 14.2 Assistance in developing ACT specific HSR handbook,
  - 14.3 Ongoing industry specific projects.
6. Continuing analysis of the participation of ACT Government in OH&S Training.



7. Ongoing support of Union Affiliates, Union Members, HSRs and other OH&S professionals within the ACT Region – includes the provision of support/research service to course participants (past and present).
8. Liaison with ACT Government, Affiliated Unions and other concerned parties on ongoing & potential emerging OH&S issues in the ACT Region.
9. Direct contact was undertaken to identify/assess training needs and to increase general OHS awareness in the following areas:
  - 1.1 ACT Government (Continuing) – in particular:
    - 1.1.1 CIT
      - 1.1.1.1 Multiple Areas of CIT used to conduct training OH&S Inspections
      - 1.1.1.2 Multiple HSRs trained
      - 1.1.1.3 Hosted a group of NESB students for a safety Awareness session
  - 1.2 AFP - Multiple HSRs trained
  - 1.3 Aged Care Sector
    - 1.3.1 In negotiation for a series of anti-bullying seminars to be held.
  - 1.4 Childcare Sector
    - 1.4.1 In negotiation for a series of OH&S Inductions to be held. Which points to a larger issue of OH&S knowledge in the area – perhaps a similar project to the community sector project could be investigated?
  - 1.5 Commonwealth Government Departments
  - 1.6 Community Services Sector
    - 1.6.1 OH&S Project with OH&S Commissioner & DHCS underway
  - 1.7 Construction, Electrical and Manufacturing Industry

- 1.8 Hospitality Sector
- 1.9 Education Sector
  - 1.9.1 Assistance developing training for multiple HSRs
- 1.10 Unions – Continued Authorised representative advice, support and training
- 1.11 Industry
  - 1.11.1 Investigations into small industry general safety & OH&S duties awareness
  - 1.11.2 Radpharm – ongoing support and future whoel organization Managers training
  - 1.11.3 Ongoing support for Fairfax group, including training of all Canberra times HSRs
  - 1.11.4 Raytheon group – ongoing support including training of all HSRs & Manual Handling training.

10. Assisting in maintaining and renewing RTO accreditation of UnionsACT / WorkWatch to conduct competency based HSR & HSR Refresher training.

11. Liaison between WorkWatch and OH&S Council on accreditation of ACT HSR Courses.

12. Assisting in maintaining and renewing ARC accreditation of HSR & HSR Refresher training.

13. Conduct ACT & C/W accredited HSR training courses to train all industries in the ACT in OH&S related issues – other training includes; Committee Training, manager & supervisor training, Manual Handling Training, OH&S induction training, etc.

14. The ongoing review of all OH&S course material including;

- Maintaining the requirements of the OH&S Council for ACT Health & Safety Representative Training Accreditation,

- Updating Materials to maintain currency,
- Updating Materials in response to participant feedback,
- Beginning preparation for the materials to be changed come July 2009 with the introduction of the new Work Safety ACT 2008
- Updating all course materials to meet 2009 continual improvement standards, and,
- Research and analysis of new materials.

15. Review of relevant industries training needs with research and creation of additional customised courses and materials.

16. An analysis of the participant evaluation forms from each course, with a view to implementing improvements to the course delivery.

17. Continued monitoring of the quality of OH&S Training in the ACT; including access to training by employees.

**Current Concern:**

The concern of the previous report in October continues to trouble HSR training – UnionsACT hopes that the development by the ACT OH&S Council of a sub-committee, chaired by the OH&S Commissioner, will solve the issue promptly.

*A particular concern during this and last reporting period has been the process of accreditation of HSR Training Courses through the OH&S council and ARC. This issue has involved multiple meetings with the WorkSafety Commissioner, ARC and CMD. Currently, UnionsACT/ WorkWatch are the only accredited provider of ACT specific HSR Training Courses (Primary Course and Refresher Course) within the ACT. This ongoing issue begs the question: Are the other 'unaccredited' providers of HSR training in the ACT conducting HSR training relevant to ACT Legislation and to the specific requirements of HSRs in the region?*

**Conclusion:**

UnionsACT continues to maintain an active and integral role in OHS in the ACT region.

The OH&S Liaison position allows UnionsACT to provide services and attendance on many consultative forums that would not be possible without the support of the ACT Government.

Yours sincerely,

---

Kim Sattler

**UnionsACT Secretary**

January 8, 2009

Robert - for your  
approval I have  
found some interesting  
background re terms of  
payment that we  
can discuss. Seems the  
purpose/terms haven't been  
clear from the start.

FB  
12/1/09.



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**Attn: Robert Gotz**  
Acting Director of Office of Industrial Relations

**Re: OH&S Liaison Officer**

**Introduction:**

As part of the 2003/04 Second Appropriation, the ACT Assembly agreed to fund an Occupational Health and Safety Liaison Officer employed by Unions ACT to promote OHS awareness, particularly in private sector workplaces, and to provide OHS training to employees and employers.

An OHS Liaison officer was recruited by Unions ACT during the 2003/04 financial year, commencing work on 8 December 2003. The OH&S Liaison Officer also acts as a trainer for the WorkWatch Training Centre.

Funding for the OHS Liaison officer is included in the budget for Output 1.4, and is administered as a grant, with invoices from UnionsACT paid on a quarterly basis. Activity reports are provided upon request to the Government by Unions ACT.

**Activities of the OHS Liaison role to date include:**

1. Providing of advice and support to UnionsACT Secretary on ACT Region OH&S Issues – including liaison, attendance and support for the ACT OH&S Council.
2. Continuing coordination with affiliates on the newly introduced ACT Work Safety Bill and developing stages for regulation and supporting materials.
3. Continued cooperation with the ACTU, and ACT affiliated Unions, on National Harmonization projects.
4. Ongoing support of Union Affiliates, Union Members, HSRs and other OH&S professionals within the ACT Region – includes the provision of support/research service to course participants (past and present) and issues such as; DWG formation, Discrimination issues and generic OH&S Training requirements
5. Liaison with ACT Government, Affiliated Unions and other concerned parties on ongoing & potential emerging OH&S issues in the ACT Region.
6. Assistance to the UnionsACT seat on the Construction Industry Council, including advice on Green Cards & Safety Inductions.
7. Continuing analysis of the participation of ACT Government in OH&S Training.
8. Researching the ACT private and public sectors to identify priority areas for Union support of OH&S Issues, including OHS Inductions and Training, Clear policies and procedures, support requirements, manual handling education, etc...

9. Assistance to UnionsACT Secretary on ongoing initiatives with the ACT Work Safety Commissioner:
- 14.1 Assistance with Community sector OH&S project,
  - 14.2 Assistance in developing ACT specific HSR handbook,
  - 14.3 Ongoing industry specific projects.
  - 14.4 Preparation for the ACT Safety Show in October 2009.
  - 14.5 Support of the UnionsACT & OH&S Safety Commissioners education campaign for young people.
10. Direct contact was undertaken to identify/assess training needs and to increase general OHS awareness in the following areas:
- 1.1 ACT Government (Continuing) – in particular:
    - 1.1.1 Canberra CIT – HSR Trained
    - 1.1.2 Shared Services – HSR Trained
    - 1.1.3 TAMS – HSR Trained
    - 1.1.4 Treasury – HSR Trained
    - 1.1.5 Calvary Hospital – HSR Trained
    - 1.1.6 ACTTAB – HSR Trained
    - 1.1.7 InTACT – HSR Trained
      - 1.1.7.1 Concerns were discussed with the HSR (*who had been appointed by Management as they were in charge of security*) that 1) they were not selected correctly under the Act - Despite the 'HSR' being highly competent they should be considered the 'OH&S coordinator' and a member of their DWG be properly elected to hold the position and be able to exercise the powers of a HSR without bias. 2) InTACT's single large designated workgroup made the HSR 'inaccessible', The organization, however, was unconcerned.

### 1.1.8 ACTEWAGL – HSR Trained

- 1.1.8.1 Investigation into providing 'Safety Training' as per ACTEW's tender document was undertaken.

### 1.1.9 Canberra CIT

- 1.1.9.1 Reid CIT used to conduct training OH&S Inspection
- 1.1.9.2 HSR trained

### 1.2 AFP - HSR trained

### 1.3 Childcare Sector – HSR Trained

- 1.3.1 It remains our recommendation that a similar awareness & subsidized training project currently being conducted in the community sector project be investigated (in conjunction with the LHMU) for the childcare industry.

### 1.4 Commonwealth Government Departments

### 1.5 Community Services Sector

- 1.5.1 Six HSRs & 1 Committee Member Trained from different organizations – a clear indication the community sector project is getting the message across.
- 1.5.2 Launch of Community Sector OH&S Project with OH&S Commissioner & DHCS
- 1.5.3 Four Full sessions and One Briefing conducted for the Community Sector OH&S Project – with approximately 60 attendees in total.
- 1.5.4 Aged Care - 1 Committee Member Trained (OH&S Advisor Mirinjani) – currently in negotiation for the full organizations committee to be trained.



- 1.5.5 Attendees raised concerns that several members of this sector resist admitting to any OH&S responsibility under the ACT OH&S Act claiming their responsibilities are owed to the states containing their national offices.
- 1.6 Construction, Electrical and Manufacturing Industry
- 1.6.1 Multiple Managers Trained
- 1.6.2 In Negotiation to run specific HSR training for Construction Group
- 1.6.3 Multiple HSR Trained
- 1.7 Education Sector
- 1.7.1 Manual Handling Training Conducted for 21 Participants
- 1.8 Financial Sector – HSR Trained
- 1.8.1 The HSR raised the concern that several members of this sector resist admitting to any OH&S responsibility under the ACT OH&S Act claiming their responsibilities are owed to the states containing a national office.
- 1.9 Hospitality Sector
- 1.9.1 Multiple Managers, Committee members and HSRs Trained
- 1.9.2 In negotiation to conduct onsite training for a large hospitality group
- 1.10 Retail Sector
- 1.10.1 In negotiation to conduct onsite training for a large Retail group

- 1.11 Small Industry
  - 1.11.1 HSRs & Committee Members in Mailing & Packing Industry Trained
  - 1.11.2 Ongoing support for Fairfax group, including training of all Canberra times Managers and Committee Members
  - 1.11.3 Investigations into small industry general safety & OH&S duties awareness continuing
  - 1.11.4 In negotiation to conduct HSR & Committee training for an organization in Jervis Bay
  - 1.11.5 A concern raised by training attendees was that small industry in Canberra tends not to send HSRs for training, possibly due to lack of knowledge of their training obligations.
- 1.12 Unions – Continued Authorised representative advice, support and training
- 1.13 University of Canberra – 19 HSRs Trained

- 11. Assisting in maintaining and renewing RTO accreditation of UnionsACT / WorkWatch to conduct competency based HSR & HSR Refresher training.
  - 1. WorkWatch is undertaking applications for grants to provide accredited training for Apprentices in the ACT & Commonwealth.
  - 2. WorkWatch is investigating an extension of scope to allow it to deliver more OH&S training in the Canberra Region
- 12. Liaison between WorkWatch and OH&S Council on accreditation of ACT HSR Courses.
- 13. Detailed administration involving the redesign, maintaining and renewing of ARC accreditation of HSR & HSR Refresher training.

14. Conduct ACT & C/W accredited HSR training courses to train all industries in the ACT in OH&S related issues – other training includes; OH&S Induction, Committee Training, manager & supervisor training, Manual Handling Training, OH&S induction training, etc.
15. The ongoing review of all OH&S course material including;
  - Maintaining the requirements of the OH&S Council for ACT Health & Safety Representative Training Accreditation,
  - Updating Materials to maintain currency,
  - Updating Materials in response to participant feedback,
  - Continuing preparation for the materials to be changed as of July 2009 with the introduction of the new Work Safety ACT 2008
  - Updating all course materials to meet 2009 continual improvement standards, and,
  - Research and analysis of new materials.
16. An analysis of the participant evaluation forms from each course, with a view to implementing improvements to the course delivery.
17. Review of relevant industries training needs with research and creation of additional customised courses and materials.
18. Continued monitoring of the quality of OH&S Training in the ACT; including access to training by employees.

**Current Concerns:**

The concerns of HSR Accreditation identified in previous reports (October & December) continues to trouble HSR training – Though UnionsACT is confident that the OH&S Council will be addressing the issue shortly.

*A particular concern during this and last reporting period has been the process of accreditation of HSR Training Courses through the OH&S council and ARC. This issue has involved multiple meetings with the WorkSafety Commissioner, ARC and CMD. Currently, UnionsACT/ WorkWatch are the only accredited provider of ACT specific HSR Training Courses (Primary Course and Refresher Course) within the ACT. This ongoing issue begs the question: Are the other 'unaccredited' providers of HSR training in the ACT conducting HSR training relevant to ACT Legislation and to the specific requirements of HSRs in the region?*

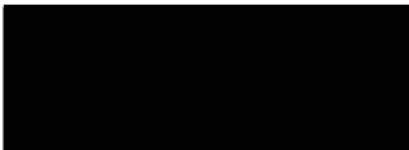
UnionsACT is keen to be involved in the implementation of the new Work Safety Bill 2008 in July 2009. Concerns over the lack of detailed consultative arrangements have been allayed amongst affiliated unions with the knowledge that these are rapidly under development. As such we wish to remain involved with development of any new legislation and the redesign of old legislation to comply with the new Act to ensure the best possible outcome for health, safety and well-being in the region. UnionsACT is committed to providing constructive criticism and guidance on all OH&S documentation supporting the new Work Safety Act and to provide as much help as possible in its wide dissemination throughout the ACT region.

**Conclusion:**

UnionsACT continues to maintain an active and integral role in OHS in the ACT region.

The OH&S Liaison position allows UnionsACT to provide services and attendance on many consultative forums that would not be possible without the support of the ACT Government.

Yours sincerely,

A large black rectangular redaction box covering the signature of Kim Sattler.

Kim Sattler

**UnionsACT Secretary**

April 8, 2009



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*Louise*  
*See HSR contracts*  
*we should talk.*  
*11/8/09* *R.*

**Attn: Robert Gotts**  
Acting Director of Office of Industrial Relations

**Re: OH&S Liaison Officer**

**Introduction:**

As part of the 2003/04 Second Appropriation, the ACT Assembly agreed to fund an Occupational Health and Safety Liaison Officer employed by Unions ACT to promote OHS awareness, particularly in private sector workplaces, and to provide OHS training to employees and employers.

An OHS Liaison officer was recruited by Unions ACT during the 2003/04 financial year, commencing work on 8 December 2003. The OH&S Liaison Officer also acts as a trainer for the WorkWatch Training Centre.

Funding for the OHS Liaison officer is included in the budget for Output 1.4, and is administered as a grant, with invoices from UnionsACT paid on a quarterly basis. Activity reports are provided upon request to the Government by Unions ACT.

9. Assistance to UnionsACT Secretary on ongoing initiatives with the ACT Work Safety Commissioner:
  1. Support of the UnionsACT & OH&S Safety Commissioners seminars for the ACT Public Service
  2. Continuing assistance with Community sector OH&S project,
  3. Continuing assistance in developing ACT specific HSR handbook and training package,
  4. Preparation for the ACT Safety Show in October 2009.
  5. Support of the UnionsACT & OH&S Safety Commissioners education campaign for young people.
  6. Ongoing industry specific projects.
  
7. Assisting in maintaining and renewing RTO accreditation of UnionsACT / WorkWatch to conduct competency based HSR & HSR Refresher training.
  1. WorkWatch is undertaking applications for grants to provide accredited training for Apprentices in the ACT & Commonwealth.
  2. WorkWatch is investigating an extension of scope to allow it to deliver more OH&S training in the Canberra Region
  
8. Liaison between WorkWatch and OH&S Council on accreditation of ACT HSR Courses.
  
9. Detailed ongoing administration involving the redesign, maintaining and renewing the application for ARC accreditation of HSR & HSR Refresher training.
  
10. Conduct ACT & C/W accredited HSR training courses to train all industries in the ACT in OH&S related issues – other training includes; OH&S Induction, Committee Training, manager & supervisor training, Manual Handling Training, OH&S induction training, etc.
  
11. The ongoing review of all OH&S course material including;

**Current Concerns:**

UnionsACT remains committed to being involved in the implementation of the new Work Safety Bill 2008 in July 2009. UnionsACT is currently liaising with its affiliates and preparing a detailed submission with comments and recommendations on the Exposure Draft of the Work Safety Regulations 2009.

As such we wish to remain involved with development of any new legislation and the redesign of old legislation to comply with the new Act to ensure the best possible outcome for health, safety and well-being in the region.

UnionsACT is committed to providing constructive criticism and guidance on all OH&S documentation supporting the new Work Safety Act and to provide as much help as possible in its wide dissemination throughout the ACT region.

An ongoing issue from the last two reports (October & December) continues to linger – that of the HSR Training Accreditation. Though the OH&S Council has announced a special panel being formed to discuss the issue, we continue to be frustrated by ARC who it seems is now unwilling to accredit ANY course.

An Extract from the October 2008 Report:

*A particular concern during this and last reporting period has been the process of accreditation of HSR Training Courses through the OH&S council and ARC. This issue has involved multiple meetings with the WorkSafety Commissioner, ARC and CMD. Currently, UnionsACT/ WorkWatch are the only accredited provider of ACT specific HSR Training Courses (Primary Course and Refresher Course) within the ACT. This ongoing issue begs the question: Are the other 'unaccredited' providers of HSR training in the ACT conducting HSR training relevant to ACT Legislation and to the specific requirements of HSRs in the region?*



Feb 16 / 10



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**Attn:** Robert Gotts

Acting Director of Office of Industrial Relations  
GPO Box 158  
Canberra City ACT 2601

**Re:** OH&S Liaison Officer

**Introduction:**

As part of the 2003/04 Second Appropriation, the ACT Assembly agreed to fund an Occupational Health and Safety Liaison Officer employed by Unions ACT to promote OHS awareness, particularly in private sector workplaces, and to provide OHS training to employees and employers.

An OHS Liaison officer was recruited by Unions ACT during the 2003/04 financial year, commencing work on 8 December 2003. The OH&S Liaison Officer also acts as a trainer for the WorkWatch Training Centre.

Funding for the OHS Liaison officer is included in the budget for Output 1.4, and is administered as a grant, with invoices from UnionsACT paid on a quarterly basis. Activity reports are provided upon request to the Government by Unions ACT.

<b>Activities of the OHS Liaison role to date include:</b>
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1. Provision of support to UnionsACT Secretary on ACT Region OH&S Issues – including liaison, attendance, preparation of advisory materials and support for the ACT OH&S Council.
2. Continuing coordination with affiliates on the newly introduced ACT Work Safety Legislation, ACT Work Safety Regulations and developing stages for regulation and supporting materials.
3. Provide affiliates comprehensive support on new ACT Work Safety Legislation and ACT Work Safety Regulations.
4. Continuing redesign & redevelopment of ACT OH&S Training Courses to comply with new ACT Work Safety Legislation and ACT Work Safety Regulation. In addition reshaping course to comply with the ACT Safety Commissioners Work Safety representative Course Guidelines.
5. Mapping the WSR course to five specialist OH&S CORE units of the BSB30707 Certificate III in Occupational Health and Safety from the Business Services Training Package BSB07 which participants gain by completing the Course participants. *Refer to [www.ntis.gov.au/](http://www.ntis.gov.au/) if you need more information*

Units of competency:

National Code	Title
BSBOHS301B	Apply knowledge of OH&S legislation in the workplace
BSBOHS302B	Participate effectively in OH&S communication and consultative processes
BSBOHS303B	Contribute to OH&S hazard identification and risk assessment
BSBOHS304B	Contribute to OH&S hazard control
BSBOHS307B	Participate in OH&S investigations

6. Continued cooperation with the ACTU, and ACT affiliated Unions, on National Harmonization projects. Feed in to national consultations with the Strategic Issues Group which meets with the Federal Minister for Industrial Relations.
7. Assistance with the extension of scope of the training arm and gaining a new license to offer Certificate IV in OH&S.
8. Ongoing support of Union Affiliates, Union Members, WSRs and other OH&S professionals within the ACT Region – includes the provision of support/research service to course participants (past and present) and issues such as; WCU design issues, Work Safety representative resource issues and generic OH&S Training requirements
9. Liaison with ACT Government, Affiliated Unions and other concerned parties on ongoing & potential emerging OH&S issues in the ACT Region. Providing input to clauses in the new ACT Government EBA negotiations and attending a consultation on bullying & harassment campaign by the ACT Safety Commissioner.
10. Continued monitoring of the quality of OH&S Training in the ACT; including access to training by employees.
11. Researching ACT private and public sectors to identify priority areas for Union support of OH&S Issues, including OHS Inductions and Training, Clear policies and procedures, support requirements, manual handling education, bullying and harassment etc...
12. Continuing analysis of the participation of ACT Government in OH&S Training.

13. Assistance to UnionsACT Secretary on ongoing initiatives with the ACT Work Safety Commissioner:
  1. Continuing assistance with Community sector OH&S project,
  2. Continuing assistance in developing ACT specific WSR handbook and training package,
  3. Ongoing Support of the UnionsACT & OH&S Safety Commissioners education campaign for young people.
  4. Ongoing industry specific projects.
  
14. Continued Assistance in maintaining and renewing RTO accreditation of UnionsACT / WorkWatch to conduct competency based WSR & WSR Refresher training.
  
15. Detailed ongoing administration involving the redesign, maintaining and renewing the application for ARC accreditation of WSR & WSR Refresher training.
  
16. Continuing liaison between WorkWatch and OH&S Council on accreditation of ACT WSR Courses.
  
17. Conduct ACT & C/W accredited WSR/HSR training courses to train all industries in the ACT in OH&S related issues – other training includes; OH&S Induction, Committee Training, manager & supervisor training, Manual Handling Training, OH&S induction training, etc.

18. The ongoing review of all OH&S course material including;

- Maintaining the requirements of the OH&S Council for ACT Work Safety Representative Training Accreditation,
- Updating Materials in response to participant feedback,
- Continuing preparation for the materials to be changed as of July 2009 with the introduction of the new Work Safety ACT 2008
- Continued updating all course materials to meet 2009 continual improvement standards,
- Continuing Research and analysis of new materials and updating Materials to maintain currency,
- An analysis of the participant evaluation forms from each course, with a view to implementing improvements to the course delivery, and,
- Review of relevant industries training needs with research and creation of additional customised courses and materials.

**Current Concerns:**

UnionsACT wishes to reiterate its support of the ACT continuing the drive to produce new and improved OH&S Legislation and Codes of Practice – In spite of 'impending' National Harmonisation. UnionsACT believes that the preplanned Stages of new ACT regulations and Codes of Practice will form a strong body of law in addition to Harmonisation.

UnionsACT wish to continue this involvement with the ACT Government to ensure the best possible outcome for health, safety and well-being in the region. Our position will always be of safety first. UnionsACT fervently believes that the ACT should not take one step backwards, but always ensure the highest possible standards of safety for our region.

**Conclusion:**

UnionsACT plays an active and integral role in OH&S in the ACT region.

The OH&S Liaison position allows UnionsACT to provide services and attendance on many consultative forums that would not be possible without the support of the ACT Government.

Yours sincerely,



Kim Sattler

**UnionsACT Secretary**

February 16, 2010



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Facsimilie: 02 62472349

**Attn:** Robert Gotts  
Acting Director of Office of Industrial Relations  
GPO Box 158  
Canberra City ACT 2601

**Re:** OH&S Liaison Officer

**Introduction:**

As part of the 2003/04 Second Appropriation, the ACT Assembly agreed to fund an Occupational Health and Safety Liaison Officer employed by Unions ACT to promote OHS awareness, particularly in private sector workplaces, and to provide OHS training to employees and employers.

An OHS Liaison officer was recruited by Unions ACT during the 2003/04 financial year, commencing work on 8 December 2003. The OH&S Liaison Officer also acts as a trainer for the WorkWatch Training Centre.

Funding for the OHS Liaison officer is included in the budget for Output 1.4, and is administered as a grant, with invoices from UnionsACT paid on a quarterly basis. Activity reports are provided upon request to the Government by Unions ACT.

**Activities of the OH&S Liaison role to date include:**

1. Provision of support to UnionsACT Secretary on ACT Region OH&S Issues – including liaison, attendance, preparation of advisory materials and support for the ACT OH&S Council.
2. Continuing coordination with affiliates on the ACT Work Safety Legislation, ACT Work Safety Regulations as well as assistance in development and advice on new regulations, codes of practice and Guidance and Support materials.
3. Provide affiliates comprehensive support on ACT Work Safety Legislation, ACT Work Safety Regulations and other associated materials.
4. Continuing redesign & redevelopment of ACT OH&S Training Courses to comply with new ACT Work Safety Legislation and ACT Work Safety Regulation. Continued reshaping and updating course to comply with the ACT Safety Commissioners' Work Safety representative Course Guidelines.
5. Continuing liaison between WorkWatch and OH&S Council on accreditation of ACT WSR Courses.



6. Continued maintenance of WSR course to include additional qualifications: Mapping to and accreditation of five specialist OH&S CORE units of the BSB30707 Certificate III in Occupational Health and Safety from the Business Services Training Package BSB07 which participants gain by completing the Course participants. Refer to [www.ntis.gov.au/](http://www.ntis.gov.au/) if you need more information

Units of competency:

National Code	Title
BSBOHS301B	Apply knowledge of OH&S legislation in the workplace
BSBOHS302B	Participate effectively in OH&S communication and consultative processes
BSBOHS303B	Contribute to OH&S hazard identification and risk assessment
BSBOHS304B	Contribute to OH&S hazard control
BSBOHS307B	Participate in OH&S investigations

7. Continued cooperation with the ACTU, and ACT affiliated Unions, on National Harmonization projects. Feed in to national consultations with the Strategic Issues Group which meets with the Federal Minister for Industrial Relations.
8. Continued assistance with the extension of scope of the training arm and gaining a new license to offer Certificate III & IV in OH&S.
9. Ongoing support of Union Affiliates, Union Members, WSRs and other OH&S professionals within the ACT Region – includes the provision of support/research service to course participants (past and present) and issues such as; Consultation arrangements, WCU design issues, Work Safety Representative resource issues and generic OH&S Training requirements

10. Liaison with ACT Government, Affiliated Unions and other concerned parties on ongoing & potential emerging OH&S issues within the ACT Region.
11. Continued monitoring of the quality of OH&S Training in the ACT; including access to training by employees.
12. Researching ACT private and public sectors to identify priority areas for Union support of OH&S Issues, including OHS Inductions and Training, Clear policies and procedures, support requirements, manual handling education, bullying and harassment etc...
13. Continuing analysis of the participation of ACT Government in OH&S Training.
14. Attendance at the inaugural meeting of ACT Health Healthy Workplaces Advisory Group.
15. Assistance to UnionsACT Secretary on ongoing initiatives with the ACT Work Safety Commissioner:
  1. Support of the Work Safety Commissioner's anti-bullying campaign launch and supporting materials
  2. Continuing assistance with Community sector OH&S project,
  3. Continuing assistance in developing ACT specific WSR handbook and training package,
  4. Ongoing Support of the UnionsACT & OH&S Safety Commissioners education campaign for young people.
  5. Ongoing industry specific projects.
14. Conducting ACT & CW accredited WSR/HSR training courses to train all industries in the ACT in OH&S related issues – other training includes; OH&S Induction, Committee Training, manager & supervisor training, Manual Handling Training, OH&S induction training, etc.

15. Attending meetings with employees and employers on Work Safety Issues and encouraging Work Safety training to be taken up at all levels.
  
16. The ongoing review of all OH&S course material including;
  - Maintaining the requirements of the ACT OH&S Council for ACT Work Safety Representative Training Accreditation,
  - Updating Materials in response to participant feedback,
  - Continuing preparation for the materials to be changed as of July 2009 with the introduction of the new Work Safety ACT 2008
  - Continued updating all course materials to meet 2009 continual improvement standards,
  - Continuing Research and analysis of new materials and updating Materials to maintain currency,
  - An analysis of the participant evaluation forms from each course, with a view to implementing improvements to the course delivery, and,
  - Review of relevant industries training needs with research and creation of additional customised courses and materials.

The OH&S Liaison Officer also conducted some site inspections at Fairbairn Emergency Services site, Daramalan College and University of Canberra on request from stakeholders at those sites for the purpose of giving some safety advice about incidents that had occurred and how to mitigate risk in the future.

**Current Concerns:**

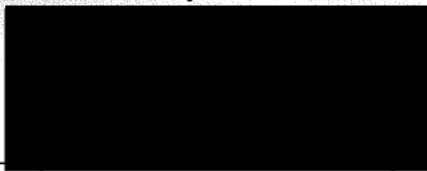
As per our December report; UnionsACT supports the continuing drive to produce new and improved OH&S Legislation and Codes of Practice within the ACT – Despite the continuing arguments of ‘impending’ National Harmonisation. Though UnionsACT is sympathetic of the workload by CMD in their preparation for Harmonisation, any work that is done during this ‘waiting for harmonization’ will not be wasted and we believe that the preplanned Stages of new ACT regulations and Codes of Practice will form a ‘best practice’ protective body of law for the ACT that is above and beyond the ‘base-line’ of Harmonisation.

UnionsACT wishes to reiterate its commitment to its involvement with the ACT Government to ensure the best possible outcome for health, safety and well-being in the region. Our position will always be of that the ACT should not take one step backwards in safety, and always ensure the highest possible standards of safety for our region.

**Conclusion:**

UnionsACT continues to play an active and integral role in OH&S in the ACT region. The OH&S Liaison position allows UnionsACT to provide services, attendance and worker representation and consultation on many consultative forums that would not be possible without the support of the ACT Government.

Yours sincerely,



Kim Sattler

**UnionsACT Secretary**

April 1, 2010



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**Attn:** Robert Gotts  
Acting Director of Office of Industrial Relations  
GPO Box 158  
Canberra City ACT 2601

**Re:** OH&S Liaison Officer

**Introduction:**

As part of the 2003/04 Second Appropriation, the ACT Assembly agreed to fund an Occupational Health and Safety Liaison Officer employed by Unions ACT to promote OHS awareness, particularly in private sector workplaces, and to provide OHS training to employees and employers.

An OHS Liaison officer was recruited by Unions ACT during the 2003/04 financial year, commencing work on 8 December 2003. The OH&S Liaison Officer also acts as a trainer for the WorkWatch Training Centre.

Funding for the OHS Liaison officer is included in the budget for Output 1.4, and is administered as a grant, with invoices from UnionsACT paid on a quarterly basis. Activity reports are provided upon request to the Government by Unions ACT.

**Activities of the OH&S Liaison role to date include:**

1. Provision of support to UnionsACT Secretary on ACT Work Safety Issues – including liaison, attendance, preparation of advisory materials and support for the ACT Work Safety Council.
2. Provide affiliates comprehensive support on ACT Work Safety Legislation, ACT Work Safety Regulations and other associated materials (including advice on Australian standards).
3. Continuing coordination with affiliates on the ACT Work Safety Legislation, ACT Work Safety Regulations as well as assistance in development and advice on new regulations, codes of practice and Guidance and Support materials.
4. Continuing redesign & redevelopment of ACT OH&S Training Courses to comply with new ACT Work Safety Legislation and ACT Work Safety Regulation. Continued analysis and updating ACT Work Safety Representative course to comply with the ACT Safety Commissioners' Work Safety Representative Course Guidelines: 'Consultation under the Work Safety Act 2008'.
5. Continuing liaison between WorkWatch and the Work Safety Commissioner's Office on accreditation of ACT WSR Course: 'Consultation under the Work Safety Act 2008'.

6. Continued maintenance of WSR course to include parallel assessment of additional OH&S qualifications: Mapping to and accreditation of five specialist OH&S CORE units of the BSB30707 Certificate III in Occupational Health and Safety from the Business Services Training Package BSB07 which participants gain by completing the Course participants. Refer to [www.ntis.gov.au/](http://www.ntis.gov.au/) if you need more information

Units of competency:

National Code	Title
BSBOHS301B	Apply knowledge of OH&S legislation in the workplace
BSBOHS302B	Participate effectively in OH&S communication and consultative processes
BSBOHS303B	Contribute to OH&S hazard identification and risk assessment
BSBOHS304B	Contribute to OH&S hazard control
BSBOHS307B	Participate in OH&S investigations

7. Continued cooperation with the ACTU, and ACT affiliated Unions, on National Harmonization projects. Feed in to national consultations with the Strategic Issues Group which meets with the Federal Minister for Industrial Relations.
8. Continued cooperation with the ACTU and Comcare, on accreditation of Commonwealth Health and Safety representative Training: 'HSR Training for Commonwealth Jurisdictions'. Future planning and analysis on impacts of upcoming Harmonization on ACT and Commonwealth training.
9. Continued assistance with the extension of scope of the training arm and gaining a new license to offer Certificate III & IV in OH&S.

10. Ongoing support of Union Affiliates, Union Members, WSRs and other OH&S professionals within the ACT Region – includes the provision of support/research service to course participants (past and present) and issues such as; Consultation arrangements, WCU design issues, Work Safety Representative resource issues and generic OH&S Training requirements.
11. Continuing liaison with ACT Government, Affiliated Unions and other concerned parties on ongoing & potential emerging OH&S issues within the ACT Region.
12. Continued monitoring of the quality of OH&S Training in the ACT; including access to training by employees.
13. Researching ACT private and public sectors to identify priority areas for Union support of OH&S Issues, including OHS Inductions and Training, Clear policies and procedures, support requirements, manual handling education, bullying and harassment etc...
14. Continuing analysis of the participation of ACT Government in OH&S Training.
15. Continuing attendance of the ACT Health Healthy Workplaces Advisory Group.
14. Conducting ACT & CW accredited WSR/HSR training courses to train all industries in the ACT in OH&S related issues – other training includes; OH&S Induction, Committee Training, manager & supervisor training, Manual Handling Training, OH&S induction training, etc.
15. Attending meetings with employees and employers on Work Safety Issues and encouraging Work Safety training to be taken up at all levels.



**Current Concerns:**

One of the challenges met by our OH&S Training arm is the varied accreditation requirements of the different jurisdictions. This situation is further confused by the 'impending' National Harmonisation – whilst it will make life easier for all regions – when it does arrive will require a huge effort in a very short space of time. Prior to this change, however, the current transitional arrangements have been changing rapidly.

UnionsACT wishes to reiterate its commitment to its involvement with the ACT Government to ensure the best possible outcome for health, safety and well-being in the ACT region. Our position will always be of that the ACT should not take one step backwards in safety, *and* always ensure the highest possible standards of safety for our region.

**Conclusion:**

UnionsACT continues to play an active and integral role in Work Safety in the ACT. The OH&S Liaison position allows UnionsACT to provide services, attendance, worker representation and consultation on many consultative forums that would not be possible without the support of the ACT Government.

Yours sincerely,

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Kim Sattler

**UnionsACT Secretary**

July 6, 2010

Sep 30 / 2010



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**Attn:** Liesl Centenara  
Director of Office of Industrial Relations  
GPO Box 158  
Canberra City ACT 2601

**Re:** OH&S Liaison Officer

**Introduction:**

As part of the 2003/04 Second Appropriation, the ACT Assembly agreed to fund an Occupational Health and Safety Liaison Officer employed by Unions ACT to promote OHS awareness, particularly in private sector workplaces, and to provide OHS training to employees and employers.

An OHS Liaison officer was recruited by Unions ACT during the 2003/04 financial year, commencing work on 8 December 2003. The OH&S Liaison Officer also acts as a trainer for the WorkWatch Training Centre.

Funding for the OHS Liaison officer is included in the budget for Output 1.4, and is administered as a grant, with invoices from UnionsACT paid on a quarterly basis. Activity reports are provided upon request to the Government by Unions ACT.

**Activities of the OH&S Liaison role to date include:**

1. Alternate Employee representative member on the ACT Work Safety Council
2. Provision of support to UnionsACT Secretary Kim Sattler (Employee representative member on the ACT Work Safety Council) on ACT Work Safety Issues – including liaison, attendance, preparation of advisory materials and support for the ACT Work Safety Council.
3. Provide affiliates comprehensive support on ACT Work Safety Legislation, ACT Work Safety Regulations and other associated materials (including advice on Codes of Practice, Australian standards and ACT & Commonwealth Guidance material).
4. Continuing coordination with UnionsACT affiliates on the ACT Work Safety Legislation, ACT Work Safety Regulations as well as assistance in development and advice on new regulations, codes of practice and Guidance and Support materials.
5. Continuing redesign & redevelopment of ACT OH&S Training Courses to comply with ACT Work Safety Legislation and ACT Work Safety Regulation.
6. Continued analysis and updating ACT Work Safety Representative course to comply with the ACT Safety Commissioners' Work Safety Representative Course Guidelines: 'Consultation under the Work Safety Act 2008'.
7. Continuing liaison between WorkWatch and the Work Safety Commissioner's Office on accreditation of ACT WSR Course: 'Consultation under the Work Safety Act 2008'.

8. Continued maintenance of WSR course to include parallel assessment of additional OH&S qualifications: Mapping to and accreditation of five specialist OH&S CORE units of the BSB30707 Certificate III in Occupational Health and Safety from the Business Services Training Package BSB07 which participants gain by completing the Course participants. Refer to [www.ntis.gov.au/](http://www.ntis.gov.au/) if you need more information
- Units of competency:

National Code	Title
BSBOHS301B	Apply knowledge of OH&S legislation in the workplace
BSBOHS302B	Participate effectively in OH&S communication and consultative processes
BSBOHS303B	Contribute to OH&S hazard identification and risk assessment
BSBOHS304B	Contribute to OH&S hazard control
BSBOHS307B	Participate in OH&S investigations

9. Continued cooperation with the ACTU, and ACT affiliated Unions, on National Harmonization projects. Feed in to national consultations with the Strategic Issues Group which meets with the Federal Minister for Industrial Relations.
10. Continued cooperation with the ACTU and Comcare, on accreditation of Commonwealth Health and Safety representative Training: 'HSR Training for Commonwealth Jurisdictions'.
11. Active coordination with the ACTU on the continuing development of ACTU Health and Safety Representative Courses. Including consultation with ComCare.

12. Active coordination with the ACTU on the future development of ACTU Health and Safety Representative Courses under the proposed Harmonized OH&S Legislation. Future planning and analysis on impacts of upcoming Harmonization on ACT and Commonwealth training. Including consultation with WorkSafe Australia.
13. Continued assistance with the extension of scope of the UnionsACT training arm, audit and maintenance of RTO status. Ongoing maintenance and expansion of license to offer Certificate III & IV in OH&S.
14. Ongoing support of Union Affiliates, Union Members, WSRs and other OH&S professionals within the ACT – includes provision of support/research service to course participants (past and present) and issues such as; Bullying guidance and support, Workplace and Work Safety representative Consultation arrangements, WCU design issues, Work Safety Representative resource issues and generic OH&S Training requirements.
15. Continuing liaison with ACT Government, Affiliated Unions and other concerned parties on ongoing & potential emerging OH&S issues within the ACT Region.
16. Continued monitoring of the quality of OH&S Training in the ACT; including access to training by employees and employers.
17. Researching ACT private and public sectors to identify priority areas for Union support of OH&S Issues, including OHS Inductions and Training, Clear policies and procedures, support requirements, manual handling education, bullying and harassment etc...
18. Continuing analysis of the participation of ACT Government in OH&S Training.

19. Continuing attendance of the ACT Health 'Healthy Workplaces Advisory Group'. Includes representation on specific focus groups and dissemination of actions and activities to affiliates and other mail-out groups.
14. Conducting ACT & CW accredited WSR/HSR training courses to train all industries in the ACT in OH&S related issues – other training includes; OH&S Induction, Committee Training, manager & supervisor training, Manual Handling Training, OH&S induction training, etc.
15. Attending meetings with employees and employers on Work Safety Issues and encouraging Work Safety training to be taken up at all levels.

**Current Concerns:**

With National Harmonisation looming on the Horizon, UnionsACT have found themselves more in demand than ever to provide guidance and calming advice to its affiliates and members. Whilst Harmonisation will make life easier for all regions, during the period of change these demands will grow dramatically. One of the continuing challenges met by our OH&S Training arm is the varied accreditation requirements of the different jurisdictions and that these will also have to be 'Harmonised'.

**Conclusion:**

UnionsACT continues to play an active and integral role in Work Safety and is highly committed to ensure the best possible outcome for health, safety and well-being in the ACT region. Our cooperative involvement with the ACT Government is vital to achieving the highest highest possible standards of safety for our region sand our community.

The OH&S Liaison position allows UnionsACT to provide services, attendance, worker representation and consultation on many consultative forums that would not be possible without the support of the ACT Government.

Yours sincerely,

A large black rectangular redaction box covering the signature of Kim Sattler.

Kim Sattler

**UnionsACT Secretary**

September 30, 2010



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Facsimilie: 02 62472349

**Attn:** Liesl Centenara  
Director of Office of Industrial Relations  
GPO Box 158  
Canberra City ACT 2601

**Re:** OH&S Liaison Officer

**Introduction:**

As part of the 2003/04 Second Appropriation, the ACT Assembly agreed to fund an Occupational Health and Safety Liaison Officer employed by Unions ACT to promote OHS awareness, particularly in private sector workplaces, and to provide OHS training to employees and employers.

An OHS Liaison officer was recruited by Unions ACT during the 2003/04 financial year, commencing work on 8 December 2003. The OH&S Liaison Officer also acts as a trainer for the WorkWatch Training Centre.

Funding for the OHS Liaison officer is included in the budget for Output 1.4, and is administered as a grant, with invoices from UnionsACT paid on a quarterly basis. Activity reports are provided upon request to the Government by Unions ACT.



**Activities of the OH&S Liaison role to date include:**

1. Alternate Part Time Employee representative member on the ACT Work Safety Council
2. Provision of support to UnionsACT Secretary Kim Sattler (Employee representative member on the ACT Work Safety Council) on issues of Health and Safety within the ACT.
3. Provision of support to UnionsACT Secretary Kim Sattler (Employee representative member on the ACT Work Safety Council) on ACT Work Safety Council issues – including liaison, attendance, preparation of advisory materials and support for the ACT Work Safety Council.
4. Provide affiliates comprehensive support on ACT Work Safety Legislation, ACT Work Safety Regulations and other associated materials (including advice on Codes of Practice, Australian standards and ACT & Commonwealth Guidance material).
5. Continuing coordination with UnionsACT affiliates on the ACT Work Safety Legislation, ACT Work Safety Regulations as well as assistance in development and advice on new regulations, codes of practice and Guidance and Support materials.
6. Continuing liaison with ACT Government, Affiliated Unions and other concerned parties on ongoing & potential emerging OH&S issues within the ACT Region.

7. Ongoing support of Union Affiliates, Union Members, WSRs and other OH&S professionals within the ACT – includes provision of support/research service to course participants (past and present) and issues such as; Bullying guidance and support, Workplace and Work Safety representative Consultation arrangements, WCU design issues, Work Safety Representative resource issues and generic OH&S Training requirements.
8. Researching ACT private and public sectors to identify priority areas for Union support of OH&S Issues, including OHS Inductions and Training, Clear policies and procedures, support requirements, manual handling education, bullying and harassment etc...
9. Continuing analysis of the participation of ACT Government in OH&S Training.
10. Continued monitoring of the quality of OH&S Training in the ACT; including access to training by employees and employers.
11. Attending meetings with employees and employers on Work Safety Issues and encouraging Work Safety training to be taken up at all levels.
12. Conducting ACT & C/W accredited WSR/HSR training courses to train all industries in the ACT in OH&S related issues – other training includes; OH&S Induction, Committee Training, manager & supervisor training, Manual Handling Training, OH&S induction training, etc.
13. Continuing design & development of ACT Work Safety Training Courses to comply with ACT Work Safety Legislation, ACT Work Safety Regulation and ACT WorkCover/WorkSafety Commissioner's 'Consultation under the Work Safety Act 2008' course requirements.

14. Continued analysis of ACT Safety Commissioners' Work Safety Representative Course: 'Consultation under the Work Safety Act 2008'.
15. Continuing liaison between WorkWatch and the Work Safety Commissioner's Office on accreditation of ACT WSR Course: 'Consultation under the Work Safety Act 2008'.
16. Evaluation of WorkCover WSR course to investigate viability of ongoing parallel assessment of additional OH&S qualifications: Mapping to and accreditation of five specialist OH&S CORE units of the BSB30707 Certificate III in Occupational Health and Safety from the Business Services Training Package BSB07 which participants gain by completing the Course participants. *Refer to [www.ntis.gov.au/](http://www.ntis.gov.au/) if you need more information*

Units of competency:

National Code	Title
BSBOHS301B	Apply knowledge of OH&S legislation in the workplace
BSBOHS302B	Participate effectively in OH&S communication and consultative processes
BSBOHS303B	Contribute to OH&S hazard identification and risk assessment
BSBOHS304B	Contribute to OH&S hazard control
BSBOHS307B	Participate in OH&S investigations

17. Continued cooperation with the ACTU, and ACT affiliated Unions, on National Harmonization projects. This cooperation feeds into national consultations with the Strategic Issues Group which meets with the Federal Minister for Industrial Relations.
18. Continued cooperation with the ACTU and Comcare, on accreditation of Commonwealth Health and Safety representative Training: 'HSR Training for Commonwealth Jurisdictions'.

19. Active coordination with the ACTU on the continuing redesign and development of ACTU Health and Safety Representative Courses to comply with Commonwealth Health and Safety Legislation. Including consultation with ComCare on their course requirements.
20. Active coordination with the ACTU on the future development of ACTU Health and Safety Representative Courses under the proposed Harmonized OH&S Legislation. Future planning and analysis on impacts of upcoming Harmonization on ACT and Commonwealth training. Including consultation with WorkSafe Australia.

**Conclusion:**

UnionsACT is an active partner in Work Safety in the ACT region. UnionsACT remain staunchly committed to ensure the best possible outcome for health, safety and well-being. Our cooperative involvement with the ACT Government is vital to achieving the highest possible standards of safety for the ACT region and the Canberra community.

The UnionsACT OH&S Liaison position continues to allow the peak Union body to coordinate and provide services, attendance, worker representation and consultation on many consultative forums that would not be possible without the support of the ACT Government.

Yours sincerely,

---

Kim Sattler

**UnionsACT Secretary**

December 20, 2010



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**Attn:** Liesl Centenara

Director of Office of Industrial Relations  
GPO Box 158  
Canberra City ACT 2601

**Re:** OH&S Liaison Officer

**Introduction:**

As part of the 2003/04 Second Appropriation, the ACT Assembly agreed to fund an Occupational Health and Safety Liaison Officer employed by Unions ACT to promote OHS awareness, particularly in private sector workplaces, and to provide OHS training to employees and employers.

An OHS Liaison officer was recruited by Unions ACT during the 2003/04 financial year, commencing work on 8 December 2003. The OH&S Liaison Officer also acts as a trainer for the WorkWatch Training Centre.

Funding for the OHS Liaison officer is included in the budget for Output 1.4, and is administered as a grant, with invoices from UnionsACT paid on a quarterly basis. Activity reports are provided upon request to the Government by Unions ACT.

**Activities of the OH&S Liaison role to date include:**

1. Provision of support to UnionsACT Secretary Kim Sattler (Employee representative member on the ACT Work Safety Council) on issues of Health and Safety within the ACT – including liaison, attendance, preparation of advisory materials and support for the ACT Work Safety Council. The role also provides for an Alternate Part Time Employee representative member on the ACT Work Safety Council
2. Provide affiliates comprehensive support on ACT Work Safety Legislation, ACT Work Safety Regulations and other associated materials (including advice on Codes of Practice, Australian standards and ACT & Commonwealth Guidance material).
3. Continuing coordination with UnionsACT affiliates on the ACT Work Safety Legislation, ACT Work Safety Regulations as well as assistance in development and advice on new regulations, codes of practice and Guidance and Support materials.
4. Continued cooperation with the ACTU, and ACT affiliated Unions, on National Harmonization projects. This cooperation feeds into national consultations with the Strategic Issues Group which meets with the Federal Minister for Industrial Relations — including consultation with Access Economics on Regulations, coordination on National OH&S Harmonisation Legislation & Regulations, research, feedback and analysis.
5. Continued delivery, cooperation, research and analysis (in conjunction with the ACTU and Comcare) on design and delivery of the ACTU Comcare accredited Commonwealth Health and Safety representative Training: 'HSR Training for Commonwealth Jurisdictions'.

6. Active coordination with the ACTU on the continuing redesign and development of ACTU Health and Safety Representative Courses to comply with Commonwealth Health and Safety Legislation. Including consultation with ComCare on their course requirements.
7. Active coordination with the ACTU on the future development of ACTU Health and Safety Representative Courses under the proposed Harmonized OH&S Legislation. Future planning and analysis on impacts of upcoming Harmonization on ACT and Commonwealth training. Including consultation with WorkSafe Australia.
8. Continuing liaison with ACT Government, Affiliated Unions and other concerned parties on ongoing & potential emerging OH&S issues within the ACT Region.
9. Ongoing support of Union Affiliates, Union Members, WSRs and other OH&S professionals within the ACT – including provision of specific workplace/industry training (Manual Handling, Induction and Bullying), providing support/research service to course participants (past and present) and issues such as; Bullying guidance and support, Workplace and Work Safety representative Consultation arrangements, WCU design issues, Work Safety Representative resource issues and generic OH&S Training requirements.
10. Researching ACT private and public sectors to identify priority areas for Union support of OH&S Issues, including OHS Inductions and Training, Clear policies and procedures, support requirements, manual handling education, bullying and harassment etc...
11. Continuing analysis of the participation of ACT Government and private sector in OH&S Training.

12. Continued monitoring of the quality of OH&S Training in the ACT; including access to training by employees and employers.
13. Attending meetings with employees and employers on Work Safety Issues and encouraging Work Safety training to be taken up at all levels.
14. Induction, training and mentoring of new staff trainer.
15. Conducting ACT & C/W accredited WSR/HSR training courses to train all industries in the ACT in OH&S related issues – other training includes; OH&S Induction, Committee Training, manager & supervisor training, Manual Handling Training, OH&S induction training, etc.
16. Continuing design & development of ACT Work Safety Training Courses to comply with ACT Work Safety Legislation, ACT Work Safety Regulation and ACT WorkSafety Codes of practice.
17. Continued analysis and delivery of ACT Safety Commissioners' Work Safety Representative Course: 'Consultation under the Work Safety Act 2008'. Includes any potential continuing liaison between WorkWatch and the Work Safety Commissioner's Office on accreditation of ACT WSR Course: 'Consultation under the Work Safety Act 2008'.
18. Continuing evaluation of WorkCover WSR course to investigate viability of ongoing parallel assessment of additional OH&S qualifications: Mapping to and accreditation of five specialist OH&S CORE units of the BSB30707 Certificate III in Occupational Health and Safety from the Business Services Training Package BSB07 - *see previous report for further details*



**Conclusion:**

UnionsACT is committed to the best possible outcome for health, safety and well-being in the ACT. Our cooperation with the ACT Government is vital to achieving the highest standards of safety for the ACT Region and Community.

The UnionsACT OH&S Liaison position continues to allow the peak Union body in the ACT Region to coordinate and provide services, attendance, worker representation and consultation on many consultative forums that would not be possible without the support of the ACT Government.

Yours sincerely,

---

Kim Sattler

**UnionsACT Secretary**

April 11, 2011



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**Attn:** Liesl Centenara  
Director of Office of Industrial Relations  
GPO Box 158  
Canberra City ACT 2601

**Re:** OH&S Liaison Officer

**Introduction:**

As part of the 2003/04 Second Appropriation, the ACT Assembly agreed to fund an Occupational Health and Safety Liaison Officer employed by Unions ACT to promote OHS awareness, particularly in private sector workplaces, and to provide OHS training to employees and employers.

An OHS Liaison officer was recruited by Unions ACT during the 2003/04 financial year, commencing work on 8 December 2003. The OH&S Liaison Officer also acts as a trainer for the WorkWatch Training Centre.

Funding for the OHS Liaison officer is included in the budget for Output 1.4, and is administered as a grant, with invoices from UnionsACT paid on a quarterly basis. Activity reports are provided upon request to the Government by Unions ACT.

**Activities of the OH&S Liaison role to date include:**

1. Ongoing support of UnionsACT Secretary Kim Sattler (Employee representative member on the ACT Work Safety Council) on issues of Health and Safety within the ACT – including liaison, attendance, preparation of advisory materials and support for the ACT Work Safety Council and associated forums. Also includes issues of impending Harmonization legislation. The role also provides for an Alternate Part Time Employee representative member on the ACT Work Safety Council.
2. Continuing advice and support of UnionsACT on matters of the ACT OH&S Legislation, Regulations as well as in development and advice on new regulations, codes of practice and Guidance materials. Feedback on the new harmonized legislation tabled in the ACT Assembly.
3. Provide affiliates comprehensive support on ACT Work Safety Legislation, ACT Work Safety Regulations and other associated materials (including advice on Codes of Practice, Australian standards and ACT & Commonwealth Guidance material).
4. Continued coordination with the ACTU, and ACT affiliated Unions, on National Harmonization projects. This cooperation continues to feed into national consultations with the Strategic Issues Group which meets with the Federal Minister for Industrial Relations – including consultation with Access Economics on Regulations, coordination on National OH&S Harmonisation Legislation & Regulations, research, feedback and analysis.
5. Continuing liaison with ACT Government, Affiliated Unions and other concerned parties on ongoing & potential emerging OH&S issues within the ACT Region.

6. Ongoing support of Union Affiliates, Union Members, WSRs and other OH&S professionals within the ACT – including provision of inhouse WSR & HSR Training, specific workplace/industry training (Manual Handling, Induction and Bullying), providing support/research service to course participants (past and present) and issues such as; Bullying guidance and support, Workplace and Work Safety representative Consultation arrangements, WCU design issues, Work Safety Representative resource issues and generic OH&S Training requirements.
7. Researching ACT public and private sectors to identify priority areas for Union support of OH&S Issues, including OHS Inductions and Training, Clear policies and procedures, support requirements, manual handling education, bullying and harassment etc...
8. Continuing analysis of the participation of ACT Government and ACT Private sectors in OH&S Training.
9. Continued monitoring of the quality of OH&S Training in the ACT; including access to training by both employees and employers.
10. Attending meetings with employees and employers on Work Safety Issues and encouraging Work Safety training to be taken up at all levels.
11. Continuing induction, training and mentoring of new trainer. Including maintaining the organizations RTO status and accreditation.
12. Conducting ACT & C/W accredited WSR/HSR training courses to train all industries in the ACT in OH&S related issues – other training includes; OH&S Induction, Committee Training, manager & supervisor training, Manual Handling Training, OH&S induction training, etc.
13. Continuing design & development of ACT Work Safety Training Courses to comply with ACT Work Safety Legislation, ACT Work Safety Regulation

and ACT WorkSafety Codes of practice. Adaption to new national course guidelines as they are developed.

14. Continued analysis and delivery of ACT Safety Commissioners' Work Safety Representative Course: 'Consultation under the Work Safety Act 2008'. Includes any potential continuing liaison between WorkWatch and the Work Safety Commissioner's Office on accreditation of ACT WSR Course: 'Consultation under the Work Safety Act 2008'.
15. Continuing evaluation of WorkCover WSR course with ongoing parallel assessment of additional OH&S qualifications: Mapping to and accreditation of five specialist OH&S CORE units of the BSB30707 Certificate III in Occupational Health and Safety from the Business Services Training Package BSB07 - *see previous Dec 2010 report for further details*
16. Continued delivery, cooperation, research and analysis (in conjunction with the ACTU and Comcare) on design and delivery of the ACTU Comcare accredited Commonwealth Health and Safety representative Training: 'HSR Training for Commonwealth Jurisdictions'.
17. Active coordination with the ACTU on the continuing redesign and development of ACTU Health and Safety Representative Courses to comply with Commonwealth Health and Safety Legislation. Including consultation with ComCare on their course requirements.
18. Active coordination with the ACTU on the future development of ACTU Health and Safety Representative Courses under the proposed Harmonized OH&S Legislation. Future planning and analysis on impacts of upcoming Harmonization on ACT and Commonwealth training. Including consultation with WorkSafe Australia. Attendance at the Work Safe Australia National Strategic Plan Meeting in Canberra.

**Conclusion:**

UnionsACT has an ongoing commitment to best practice occupational health, safety and well-being in the ACT. Our cooperation with the ACT Government is vital to maintain and strive for the highest standards of safety for the ACT Region and Community in all business sectors.

The UnionsACT OH&S Liaison position allows the peak Union body in the ACT Region to coordinate and provide services, attendance, research, worker representation and consultation on many consultative forums that would not be possible without the support of the ACT Government.

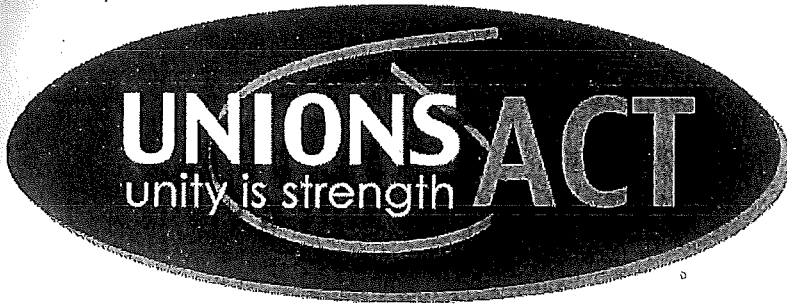
Yours sincerely,

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Kim Sattler

**UnionsACT Secretary**

September 15, 2016



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**Attn:** Liesl Centenara

Director of Office of Industrial Relations  
GPO Box 158  
Canberra City ACT 2601

**Re:** OH&S Liaison Officer

**Introduction:**

As part of the 2003/04 Second Appropriation, the ACT Assembly agreed to fund an Occupational Health and Safety Liaison Officer employed by Unions ACT to promote OHS awareness, particularly in private sector workplaces, and to provide OHS training to employees and employers.

An OHS Liaison officer was recruited by Unions ACT during the 2003/04 financial year, commencing work on 8 December 2003. The OH&S Liaison Officer also acts as a trainer for the WorkWatch Training Centre.

Funding for the OHS Liaison officer is included in the budget for Output 1.4, and is administered as a grant, with invoices from UnionsACT paid on a quarterly basis. Activity reports are provided upon request to the Government by Unions ACT.

**Activities of the OH&S Liaison role to date include:**

1. Ongoing support of UnionsACT Secretary Kim Sattler (Employee representative member on the ACT Work Safety Council) on issues of Health and Safety within the ACT – including liaison, attendance, preparation of advisory materials and support for the ACT Work Safety Council and associated forums. Also includes issues of impending Harmonization legislation. The role also provides for an Alternate Part Time Employee representative member on the ACT Work Safety Council. Functions have included liaison with Affiliates on Council issues and research on harmonization issues, 3<sup>rd</sup> party prosecution, Fatigue & Impairment.
2. Provision of advice and support of UnionsACT on matters of the ACT OH&S Legislation and Regulations as well as reviewing and advising on new regulations, codes of practice and Guidance materials.
3. Ongoing advice to affiliates on ACT and Commonwealth OH&S Legislation, Regulations and other associated materials (including advice on Codes of Practice, Australian standards and Guidance material).
4. Ongoing coordination with the ACTU, and ACT affiliated Unions, on National Harmonization projects. This cooperation continues to feed into national consultations with the Strategic Issues Group which meets with the Federal Minister for Industrial Relations – including consultation with Access Economics on Regulations, coordination on National OH&S Harmonisation Legislation & Regulations, research, feedback and analysis.
5. Continuing liaison with ACT Government, Affiliated Unions and other concerned parties on ongoing & potential emerging OH&S issues within the ACT Region.



6. Ongoing support of Union Affiliates, Union Members, HSRs and other OH&S professionals within the ACT – including provision of inhouse HSR & HSR Training, providing support/research service to affiliates & course participants (past and present) and issues such as; Accessibility of training and use of resources for HSRs, Bullying guidance and support, Workplace Consultation arrangements, Specific Workplace issues and generic OH&S Training requirements.
7. Researching ACT public and private sectors to identify priority areas for Union support of OH&S Issues, including Ergonomics, HSR elections/selection, OHS Inductions, Safe Work Method Statement training, Clear policies and procedures, support requirements, raising issues with management, manual handling education, bullying and harassment etc...
8. Providing support to affiliates, course participants and other parties on intensifying questions on harmonization – what are the changes, how will it impact on my workplace, what do I have to do, etc
9. Continuing analysis of the participation of ACT Government and ACT Private Sectors in OH&S Training. This quarter has also seen the position engaged in research of fire safety training to counter disturbing findings in Work Safe ACT's audit on fire safety in the region.
10. Continued monitoring of the quality of OH&S Training in the ACT; including access to training by both employees and employers.
11. Attending meetings with employees and employers on OH&S Issues and encouraging OH&S training to be taken up at all levels.
12. Preparation of an ACT Region Safety Expo to be held in November 2011.

13. Maintaining a training organisation in order to deliver quality OH&S training to the region. This includes reviewing the changes in Cert III & Cert IV in OH&S, continuing training and mentoring of new trainer and maintaining the organization's RTO status and accreditation.
14. Continuing design, development, running and reviewing ACT & Commonwealth training courses to train all sectors and industries in the ACT. Additionally making sure these courses are up to date and comply with ACT OH&S Legislation, Regulation and Codes of practice. Ongoing preparation for adaption to new national course guidelines as they are developed. Other training includes; OH&S Induction, Committee Training, manager & supervisor training, Manual Handling Training, OH&S induction training, Bullying: awareness & prevention. etc.
15. Continued analysis and delivery of ACT Safety Commissioners' Work Safety Representative Course: 'Consultation under the Work Safety Act 2008'. Includes any potential continuing liaison between WorkWatch and the Work Safety Commissioner's Office on accreditation of ACT HSR Course: 'Consultation under the Work Safety Act 2008'. Preparation to adapt course workbooks and delivery for any 'change over' requirements of the new legislation to be provided by ACT WorkSafe.
16. Continuing evaluation of WorkCover HSR course with ongoing parallel assessment of additional OH&S qualifications: Mapping to and accreditation of five specialist OH&S CORE units of the BSB30707 Certificate III in Occupational Health and Safety from the Business Services Training Package BSB07 - *see previous Dec 2010 report for further details*

17. Continued delivery, cooperation, research and analysis (in conjunction with the ACTU and Comcare) on design and delivery of the ACTU Comcare accredited Commonwealth Health and Safety representative Training: 'HSR Training for Commonwealth Jurisdictions'.
  
18. Active coordination with the ACTU on the continuing redesign and development of ACTU Health and Safety Representative Courses to comply with Commonwealth Health and Safety Legislation. Including consultation with ComCare on their course requirements.
  
19. Active preparation and development on the future Harmonised HSR course (and therefore the HSR Refresher, Committee and Managers Courses). Have been informed that the new HSR course for all jurisdictions will be a 5 day course it will also be able to have participants from ALL jurisdictions (ACT, C/W & NSW etc). ACT WorkSafe / Safe Work Australia will be supplying 1 ½ Days of Legislation presentations and a 'Framework' for the remaining period will be provided by Safe Work Australia or WorkSafe ACT. Currently evaluation of training needs for the harmonized training course includes the following modules:  
  
*Intro, History of OH&S, Safety Culture, Employer Legislation, Employee Legislation, HSR Legislation, Risk Assessment, Incident Reporting, Manual Handling, Ergonomics, Slips/trips/falls - Housekeeping, Chemicals, Electrical Safety, Fatigue, Stress, Bullying/Harassment/Discrimination, Preparation for Inspection, Inspection, Group Tasks – Risk Assessment, Consultation, Design of workplace, Negotiation, Issuing PIN).*

**Conclusion:**

UnionsACT, as the peak Union body in the ACT Region, is committed to supporting workers of all industries in the ACT region achieve the highest standards of health, safety and well-being. Our cooperation with the ACT Government allows for increased union activity at workplaces to improve health and safety outcomes. The relationship between the ACT Government and UnionsACT is essential to if workers safety is to be maintained and improved and the safety laws progressive improvement maintained.

The OH&S Liaison position allows UnionsACT to coordinate and provide services, research, worker representation and consultation on many consultative forums that would not be possible without the support of the ACT Government.

Yours sincerely,

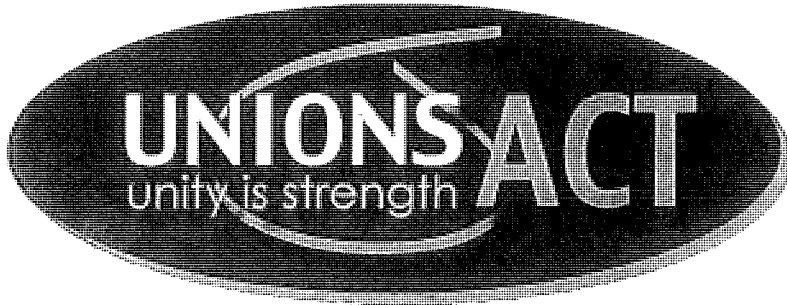
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Kim Sattler

**UnionsACT Secretary**

October 7, 2011

Jan 6/2012



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**Attn: Fiona Barbaro**

Director of Office of Industrial Relations  
GPO Box 158  
Canberra City ACT 2601

**Re: OH&S Liaison Officer**

**Introduction:**

As part of the 2003/04 Second Appropriation, the ACT Assembly agreed to fund an Occupational Health and Safety Liaison Officer employed by Unions ACT to promote OHS awareness, particularly in private sector workplaces, and to provide OHS training to employees and employers.

An OHS Liaison officer was recruited by Unions ACT during the 2003/04 financial year, commencing work on 8 December 2003. The OH&S Liaison Officer also acts as a trainer for the WorkWatch Training Centre.

Funding for the OHS Liaison officer is included in the budget for Output 1.4, and is administered as a grant, with invoices from UnionsACT paid on a quarterly basis. Activity reports are provided upon request to the Government by Unions ACT.

**Activities of the OH&S Liaison role to date include:**

1. Much of this quarter has been dedicated to generating statistics and reports for the Work Safety Council report on the role and effectiveness of the OH&S Liaison position at UnionsACT. The final draft of this report was presented at the Work Safety Council on November 25<sup>th</sup> 2011.
2. Ongoing support of UnionsACT Secretary Kim Sattler (Employee representative member on the ACT Work Safety Council) on issues of Health and Safety within the ACT – including liaison, attendance, preparation of advisory materials and support for the ACT Work Safety Council and associated forums. Also includes issues of impending Harmonisation legislation. The role also provides for an Alternate Part Time Employee representative member on the ACT Work Safety Council. Functions have included liaison with Affiliates on Council issues and research on harmonisation issues, 3<sup>rd</sup> party prosecution, Fatigue & Impairment.
3. Advice to the Secretary and the ACTU OH&S Committee on Codes of Practice, regulations and the Model laws in relation to the new harmonised legislation.
4. Provision of advice and support to UnionsACT members on matters of the ACT OH&S Legislation and Regulations as well as reviewing and advising on new regulations, codes of practice and Guidance materials.
5. Provision of advice , interpretation and support to affiliates on ACT and Commonwealth OH&S Legislation, Regulations and other associated materials (including advice on Codes of Practice, Australian standards and Guidance material).

6. Continuing liaison with ACT Government, Affiliated Unions and other concerned parties on ongoing & potential emerging OH&S issues within the ACT Region.

7. Provision of advice and support for Union Affiliates, Union Members, HSRs and other OH&S professionals within the ACT – including provision of inhouse OH&S Training, providing support/research service to affiliates & course participants (past and present) and issues such as; Accessibility of training and use of resources for HSRs, Bullying guidance and support, Workplace Consultation arrangements, Specific Workplace issues and generic OH&S Training requirements.
8. Researching ACT public and private sectors to identify priority areas for Union support of OH&S Issues, including bullying and harassment, Ergonomics, HSR elections/selection, OHS Inductions, Food Hygiene, Clear policies and procedures, support requirements, raising issues with management, manual handling, etc...
9. Continuing to providing support to affiliates, course participants and other parties on intensifying questions on harmonisation – what are the changes, how will it impact on my workplace, what do I have to do, etc
10. Continuing analysis of the participation of ACT Government and ACT Private Sectors in OH&S Training.
11. Maintaining a training organisation in order to deliver quality OH&S training to the region. This includes reviewing the changes in Cert III & Cert IV in OH&S, continuing training and mentoring of new trainer and maintaining the organization's RTO status and accreditation.
12. Continuing design, development, running and reviewing ACT & Commonwealth training courses to train all sectors and industries in the ACT. Additionally making sure these courses are up to date and comply with ACT OH&S Legislation, Regulation and Codes of practice and new accreditation guidelines. Ongoing preparation for adaption to new national course guidelines as they are



developed. Other training includes; OH&S Induction, Committee Training, manager & supervisor training, Manual Handling Training, OH&S induction training, Bullying: awareness & prevention. etc.

13. Continued delivery, cooperation, research and analysis (in conjunction with the ACTU and Comcare) on design and delivery of the ACTU Comcare accredited Commonwealth Health and Safety representative Training: 'HSR Training for Commonwealth Jurisdictions'.
14. Continuing active preparation and development on the future Harmonised HSR course (and therefore the HSR Refresher, Committee and Managers Courses). Have been informed that the new HSR course for all jurisdictions will be a 5 day course it will also be able to have participants from ALL jurisdictions (ACT, C/W & NSW etc). ACT WorkSafe / Safe Work Australia will be supplying 1 ½ Days of Legislation presentations and a 'Framework' for the remaining period will be provided by the ACTU, Safe Work Australia and WorkSafe ACT.
15. Workwatch delivered 14 courses from 1/10/2011 to 30/12/2011 and trained 98 people.

**Conclusion:**

UnionsACT, as the peak Union body in the ACT Region, is committed to supporting workers of all industries in the ACT region achieve the highest standards of health, safety and well being. Our cooperation with the ACT Government allows for increased union activity at workplaces to improve health and safety outcomes. The relationship between the ACT Government and UnionsACT is essential to if workers safety is to be maintained and improved and the progressive improvement to safety laws to be maintained.

The OH&S Liaison position allows UnionsACT to coordinate and provide services, research, worker representation and consultation on many consultative forums that would not be possible without the support of the ACT Government.

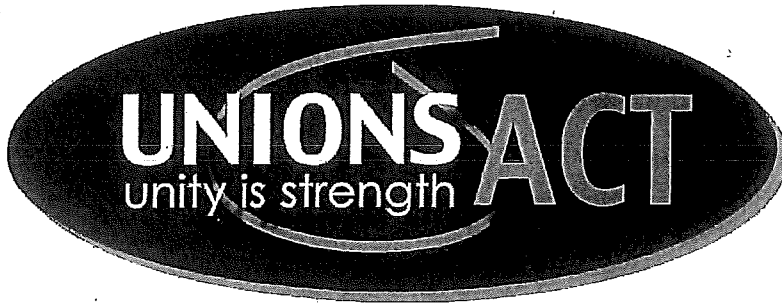
Yours sincerely,

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Kim Sattler

**UnionsACT Secretary**

January 6, 2012



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Facsimilie: 02 62472349

**Attn:** Fiona Barbaro

Director of Office of Industrial Relations

GPO Box 158

Canberra City ACT 2601

**Re:** OH&S Liaison Officer

**Introduction:**

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An OHS Liaison officer was recruited by Unions ACT during the 2003/04 financial year, commencing work on 8 December 2003. The OH&S Liaison Officer also acts as a trainer for the WorkWatch Training Centre.

Funding for the OHS Liaison officer is included in the budget for Output 1.4, and is administered as a grant, with invoices from UnionsACT paid on a quarterly basis. Activity reports are provided upon request to the Government by Unions ACT.

**Activities of the OH&S Liaison role to date include:**

1. Ongoing support of UnionsACT Secretary Kim Sattler (Employee representative member on the ACT Work Safety Council) on issues of Health and Safety within the ACT – including support on Harmonization legislation. The role also provides for an Alternate Part Time Employee representative member on the ACT Work Safety Council.
2. Provision of advice and support of UnionsACT on matters of the ACT OH&S Legislation and Regulations as well as reviewing and advising on new regulations, codes of practice and Guidance materials.
3. Provision of advice and support to affiliates on ACT and Commonwealth OH&S Legislation, Regulations and other associated materials (including advice on Codes of Practice, Australian standards and Guidance material).
4. Continuing liaison with ACT Government, Affiliated Unions and other concerned parties on ongoing & potential emerging OH&S issues within the ACT Region.
5. Provision of advice and support for Union Affiliates, Union Members, HSRs and other OH&S professionals within the ACT – including provision of inhouse OH&S Training, providing support/research service to affiliates & course participants (past and present) and issues such as; Accessibility of training and use of resources for HSRs, Bullying guidance and support, Workplace Consultation arrangements, Specific Workplace issues and generic OH&S Training requirements. Including legislation presentation and support to United Voice, OH&S advice and support to the UFU and planning delegates seminar and OH&S workshops with the ANF.

6. Researching ACT public and private sectors to identify priority areas for Union support of OH&S Issues, including bullying and harassment, Ergonomics, HSR elections/selection, OHS Inductions, Security, Fatigue, Clear policies and procedures, support requirements, raising issues with management, manual handling, etc...
7. Continuing to providing support to affiliates, course participants and other parties on the new harmonized legislation – what are the changes, how will it impact on my workplace, what do I have to do, etc
8. Continuing analysis of the participation of ACT Government and ACT Private Sectors in OH&S Training.
9. Maintaining a training organization in order to deliver quality OH&S training to the region. This includes reviewing the changes in Cert III & Cert IV in OH&S, continuing training and mentoring of new trainer and maintaining the organization's RTO status and accreditation.

OH&S Courses conducted to 13<sup>th</sup> April – 13

Number of students - 145

10. Continuing design, development, running and reviewing OH&S training courses to train all sectors and industries in the ACT. Additionally making sure these courses are up to date and comply with OH&S Legislation, Regulation and Codes of practice. Ongoing preparation for adaption to new national course guidelines as they are developed. Other training includes; OH&S Induction, Committee Training, manager & supervisor training, Manual Handling Training, OH&S induction training, Bullying: awareness & prevention. etc.

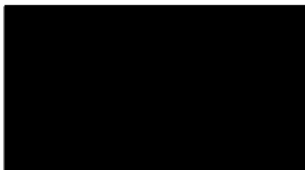
11. Continued delivery, cooperation, research and analysis (in conjunction with the ACTU and Comcare) on design and delivery of the ACTU Comcare accredited Health and Safety representative Training.

**Conclusion:**

UnionsACT is the peak Union body in the ACT Region and is committed to supporting workers of all industries in the region achieve the highest standards of health, safety and well being. Our cooperation with the ACT Government allows for increased union activity at workplaces to improve health and safety outcomes. The relationship between the ACT Government and UnionsACT is essential to if worker's safety is to be maintained and improved and the progressive improvement to safety laws maintained.

The OH&S Liaison position allows UnionsACT to coordinate and provide services, research, worker representation and consultation on many consultative forums that would not be possible without the support of the ACT Government.

Yours sincerely,



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Kim Sattler

**UnionsACT Secretary**

April 16, 2012

## Work Health and Safety (WHS) Liaison Officer Performance Report

For the period:

### Shared goals

- To improve access to reputable information and advice on WHS matters in the community.
- To increase awareness and understanding of work health and safety, both generally and in relation to specific hazards and risks.
- To encourage and assist duty holders to achieve compliance with WHS laws and standards.
- To ensure high quality training is, and remains, accessible to workers, Health and Safety Representatives (HSRs) and other relevant parties.

Please note: a completed report is to be provided each quarter and upon request by the ACT Government before payments can be processed.

WHS Liaison Officer's roles/responsibilities	Key performance indicators	Specific activities undertaken by the WHS Liaison Officer
<p>1. Liaise with member organisations, Government and employers to obtain relevant information and provide advice on local WHS trends and issues.</p>	<p>For the reporting period, please indicate the approximate number of significant liaisons undertaken, for example:</p> <ul style="list-style-type: none"> <li>• face-to-face meetings attended by the WHS Liaison Officer;</li> <li>• visits by the WHS Liaison Officer to workplaces; and</li> <li>• talks, lectures and seminars presented by the WHS Liaison Officer.</li> </ul> <p>For the reporting period, please also provide an outline of the general volume and nature of advice and information provided electronically or over the phone and, if possible, comment on any relevant trends.</p>	<p>Approximately 18 visits to HSRs &amp; OH&amp;S coordinators/managers were made during this reporting period.</p> <p>Approximately 4 inspections of worksites were made during this reporting period.</p> <p>2 Entry Permit Training Sessions were organised &amp; conducted during this reporting period.</p> <p>Major issues during this reporting period include:</p> <ul style="list-style-type: none"> <li>- Sham contracting</li> <li>- Compensation Coverage</li> <li>- Confusion of Jurisdiction</li> <li>- Confusion of compliance requirements</li> </ul>

<p>2. Assess the WHS training needs of workers and businesses in the ACT public and private sectors and design and conduct appropriate training to meet those needs.</p>	<p>For the reporting period, please indicate the approximate number of:</p> <ul style="list-style-type: none"> <li>• training days the WHS Liaison Officer provided; and</li> <li>• Health and Safety Representatives/Work Safety Representatives and any other people trained by the WHS Liaison Officer.</li> </ul> <p>For the reporting period, please provide a short summary of available feedback or other qualitative information collected for training participants.</p>	<p>Approximately 38 training days were provided during this reporting period. Including courses for HSRs, EPH, WHS Committees &amp; Managers</p> <p>Approximately 90 people were trained during this reporting period.</p> <p>Feedback will be provided in future reports</p>
<p>3. Provide expertise and advice to Unions ACT and affiliates to assist with the development of policy on work health and safety legislation, training requirements and specific projects.</p>	<p>For the reporting period, please indicate:</p> <ul style="list-style-type: none"> <li>• the approximate time the WHS Liaison Officer spent providing advice to Unions ACT and affiliates on WHS laws and Codes of Practice; and</li> <li>• the nature and type of expertise and advice provided (if possible please provide specific examples).</li> </ul>	<p>Approximately 5 hours per week (60 Hours) spent providing advice to Unions ACT and affiliates on WHS laws and Codes of Practice during this reporting period.</p> <p>Major issues during this reporting period include:</p> <ul style="list-style-type: none"> <li>- Legislation clarification</li> <li>- Incident &amp; reporting Issues</li> <li>- Local ACT issues</li> <li>- Fall Protection</li> <li>- Stress &amp; Bullying</li> <li>- Fatigue management</li> <li>- Ergonomics</li> <li>- Quad Bikes</li> <li>- Asbestos</li> <li>- Electrical Tagging</li> </ul>
<p>4. Other duties as required, including:</p> <ul style="list-style-type: none"> <li>• providing a support/research service for</li> </ul>	<p>For the reporting period, if the relevant duty has been exercised, please indicate:</p> <ul style="list-style-type: none"> <li>• the nature and general volume of requests</li> </ul>	<p>All requests require some level of research (see below)</p>



referrals/contact;	and made;	
<ul style="list-style-type: none"> <li>researching and analysing current developments in WHS to ensure that advice and materials provided is up-to-date;</li> </ul>	<ul style="list-style-type: none"> <li>the subject matter of any research and analysis undertaken and the nature of any report provided (written and oral);</li> </ul>	<ul style="list-style-type: none"> <li>Update of Courses</li> <li>Liaison with Comcare, ACT worksafe &amp; ACTU</li> </ul>
<ul style="list-style-type: none"> <li>preparing and reviewing WHS resource materials;</li> </ul>	<ul style="list-style-type: none"> <li>the nature of any materials prepared or reviewed;</li> </ul>	<p>EPH &amp; HSR course materials &amp; Presentations Prepared, Reviewed, Amended, Updated</p>
<ul style="list-style-type: none"> <li>representing Unions ACT at government, industry and training related fora as required by the Secretary;</li> </ul>	<ul style="list-style-type: none"> <li>those fora attended as part of the WHS Liaison Officer role;</li> </ul>	<p>N/A for this reporting period.</p>
<ul style="list-style-type: none"> <li>providing support for the Unions ACT WHS trainer as required;</li> </ul>	<ul style="list-style-type: none"> <li>the nature and general volume of support provided to the Unions ACT WHS trainer;</li> </ul>	<p>Review of course materials and Liaison with other accreditation bodies</p>
<ul style="list-style-type: none"> <li>conducting workplace WHS audits to assist in achieving compliance;</li> </ul>	<ul style="list-style-type: none"> <li>the number of WHS audits carried out by the WHS Liaison Officer;</li> </ul>	<p>Approximately 4 Inspections of worksites were made during this reporting period.</p>
<ul style="list-style-type: none"> <li>providing information sessions on WHS matters to HSRs, ACT Government and private sector businesses on request; and</li> </ul>	<ul style="list-style-type: none"> <li>the number of information sessions provided by the WHS Liaison Officer, noting any trends in these requests or in questions asked at sessions; and</li> </ul>	<p>Approximately 30 sessions (including Bullying, EPH, Powers of HSRs, Legislation, Workgroup Organisation) Update of Courses</p>
<ul style="list-style-type: none"> <li>providing a free public advice contact for HSRs who require support with WHS queries.</li> </ul>	<ul style="list-style-type: none"> <li>The general volume and nature of requests for HSR support.</li> </ul>	<ul style="list-style-type: none"> <li>Approximately 35-40 Requests for HSR support (mainly by Phone or referral).</li> </ul>
<p>5. Any other relevant activities, including specific achievements (optional).</p>	<p>N/A</p>	<p>N/A for this reporting period.</p>

## Work Health and Safety (WHS) Liaison Officer Performance Report

For the period:  
1<sup>st</sup> Quarter 2013

**Shared goals**

- To improve access to reputable information and advice on WHS matters in the community.
- To increase awareness and understanding of work health and safety, both generally and in relation to specific hazards and risks.
- To encourage and assist duty holders to achieve compliance with WHS laws and standards.
- To ensure high quality training is, and remains, accessible to workers, Health and Safety Representatives (HSRs) and other relevant parties.

*Please note: a completed report is to be provided each quarter and upon request by the ACT Government before payments can be processed.*

WHS Liaison Officer's roles/responsibilities	Key performance indicators	Specific activities undertaken by the WHS Liaison Officer
<p>1. Liaise with member organisations, Government and employers to obtain relevant information and provide advice on local WHS trends and issues.</p>	<p>For the reporting period, please indicate the approximate number of significant liaisons undertaken, for example:</p> <ul style="list-style-type: none"> <li>• face-to-face meetings attended by the WHS Liaison Officer;</li> <li>• visits by the WHS Liaison Officer to workplaces; and</li> <li>• talks, lectures and seminars presented by the WHS Liaison Officer.</li> </ul> <p>For the reporting period, please also provide an outline of the general volume and nature of advice and information provided electronically or over the phone and, if possible, comment on any</p>	<p>Approximately 15 visits to HSRs, OH&amp;S coordinators/managers &amp; Union affiliates/Organisers were made during this reporting period.</p> <p>2 Inspections of worksites were made during this reporting period.</p> <p>2 Entry Permit Training Sessions were organised &amp; conducted during this reporting period.</p> <p>Major issues during this reporting period include:</p> <ul style="list-style-type: none"> <li>- Workplace Fatigue</li> <li>- Working in Heat</li> <li>- Standards and Guidelines</li> <li>- Confusion of Jurisdiction</li> </ul>

	<p>relevant trends.</p>	<ul style="list-style-type: none"> <li>- Confusion of EPH credential issuing</li> <li>- Clarification for many of the Union affiliates of issuing of EPH credentials for the commonwealth jurisdiction in the ACT.</li> <li>- Training requirements</li> </ul>
<p>2. Assess the WHS training needs of workers and businesses in the ACT public and private sectors and design and conduct appropriate training to meet those needs.</p>	<p>For the reporting period, please indicate the approximate number of:</p> <ul style="list-style-type: none"> <li>• training days the WHS Liaison Officer provided; and</li> <li>• Health and Safety Representatives/Work Safety Representatives and any other people trained by the WHS Liaison Officer.</li> </ul> <p>For the reporting period, please provide a short summary of available feedback or other qualitative information collected for training participants.</p>	<p>Approximately 10 training days were provided during this reporting period. Including courses for HSRs, EPH, WHS Committees &amp; Managers</p> <p>Approximately 31 people were trained during this reporting period.</p> <p>Course evaluations included:</p> <ol style="list-style-type: none"> <li>1. "Very relevant, all information that I obtained during the course will help me become a better HSR than what I thought I would be"</li> <li>2. "Great Balance – theoretical work and working in groups for the practical work opened up ideas and brought people together"</li> <li>3. "Great mix of both office and other workplace environments"</li> <li>4. "I came into the course with low expectations and didn't think I'd learn anything - I was wrong. Thanks so much"</li> <li>5. "Inspection was the best part – Very useful going into a real office"</li> </ol>
<p>3. Provide expertise and advice to Unions ACT and affiliates to assist with the development of policy on work health and safety legislation, training requirements and specific projects.</p>	<p>For the reporting period, please indicate:</p> <ul style="list-style-type: none"> <li>• the approximate time the WHS Liaison Officer spent providing advice to Unions ACT and affiliates on WHS laws and Codes of Practice; and</li> <li>• the nature and type of expertise and advice provided (if possible please provide specific</li> </ul>	<p>Approximately 5 hours per week (60 Hours) spent providing advice to Unions ACT and affiliates on WHS laws and Codes of Practice during this reporting period.</p> <p>Major issues during this reporting period include:</p> <ul style="list-style-type: none"> <li>- Heat Management</li> <li>- Non-compliance at workplaces</li> <li>- HSR intimidation</li> <li>- Rosters &amp; Fatigue management</li> </ul>

	<p>examples).</p>	<ul style="list-style-type: none"> <li>- Legislation clarification</li> <li>- Electrical Tagging</li> <li>- Incident &amp; reporting Issues</li> <li>- Stress &amp; Bullying</li> <li>- Ergonomics &amp; varied environments</li> <li>- Asbestos</li> <li>- Local ACT issues</li> </ul>
<p>4. Other duties as required, including:</p> <ul style="list-style-type: none"> <li>• providing a support/research service for referrals/contact;</li> <li>• researching and analysing current developments in WHS to ensure that advice and materials provided is up-to-date;</li> <li>• preparing and reviewing WHS resource materials;</li> <li>• representing Unions ACT at government, industry and training related fora as required by the Secretary;</li> <li>• providing support for the Unions ACT WHS trainer as required;</li> <li>• conducting workplace WHS audits to assist in achieving compliance;</li> </ul>	<p>For the reporting period, if the relevant duty has been exercised, please indicate:</p> <ul style="list-style-type: none"> <li>• the nature and general volume of requests and made;</li> <li>• the subject matter of any research and analysis undertaken and the nature of any report provided (written and oral);</li> <li>• the nature of any materials prepared or reviewed;</li> <li>• those fora attended as part of the WHS Liaison Officer role;</li> <li>• the nature and general volume of support provided to the Unions ACT WHS trainer;</li> <li>• the number of WHS audits carried out by the WHS Liaison Officer;</li> </ul>	<p>All requests require some level of research (see below)</p> <ul style="list-style-type: none"> <li>- Update of Courses</li> <li>- Review of WSA Draft Codes/Guidelines on Bullying &amp; Fatigue</li> <li>- Liaison with Comcare, ACT workplace &amp; ACTU</li> </ul> <p>EPH &amp; HSR course materials &amp; Presentations Prepared, Reviewed, Amended, Updated</p> <ul style="list-style-type: none"> <li>• UnionsACT representative: WHS Council 15<sup>th</sup> February 2013</li> <li>• NTEU OH&amp;S planning meeting</li> <li>• ANF Delegates training</li> </ul> <p>Review of course materials and Liaison with other accreditation bodies</p> <p>2 Inspections of worksites were made during this reporting period.</p>

<ul style="list-style-type: none"> <li>providing information sessions on WHS matters to HSRs, ACT Government and private sector businesses on request; and</li> <li>providing a free public advice contact for HSRs who require support with WHS queries.</li> </ul>	<ul style="list-style-type: none"> <li>the number of information sessions provided by the WHS Liaison Officer, noting any trends in these requests or in questions asked at sessions; and</li> <li>The general volume and nature of requests for HSR support.</li> </ul>	<p>Approximately 18 sessions (including Bullying, EPH, Powers of HSRs, Legislation, Workgroup Organisation, how to run an inspection, etc) Update of Courses</p>
<p>5. Any other relevant activities, including specific achievements (optional).</p>	<p>N/A</p>	<ul style="list-style-type: none"> <li>Approximately 25-30 Requests for HSR support (mainly by Phone or referral). Issues include: Safety concerns, reporting advice, advise on particular issues, Bullying, Workplace Fatigue, workplace ergonomics, advice on how to present in-house safety training, etc</li> </ul>
		<p>n/a for this reporting period</p>

## Work Health and Safety (WHS) Liaison Officer Performance Report

For the period:  
2<sup>nd</sup> Quarter 2013

### Shared goals

- To improve access to reputable information and advice on WHS matters in the community.
- To increase awareness and understanding of work health and safety, both generally and in relation to specific hazards and risks.
- To encourage and assist duty holders to achieve compliance with WHS laws and standards.
- To ensure high quality training is, and remains, accessible to workers, Health and Safety Representatives (HSRs) and other relevant parties.

Please note: a completed report is to be provided each quarter and upon request by the ACT Government before payments can be processed.

WHS Liaison Officer's roles/responsibilities	Key performance indicators	Specific activities undertaken by the WHS Liaison Officer
<p>1. Liaise with member organisations, Government and employers to obtain relevant information and provide advice on local WHS trends and issues.</p>	<p>For the reporting period, please indicate the approximate number of significant liaisons undertaken, for example:</p> <ul style="list-style-type: none"> <li>• face-to-face meetings attended by the WHS Liaison Officer;</li> <li>• visits by the WHS Liaison Officer to workplaces; and</li> <li>• talks, lectures and seminars presented by the WHS Liaison Officer.</li> </ul> <p>For the reporting period, please also provide an outline of the general volume and nature of advice and information provided electronically or over the phone and, if possible, comment on any</p>	<p>Approximately 14 visits to HSRs, OH&amp;S coordinators/managers &amp; Union affiliates/Organisers were made during this reporting period.</p> <p>4 Inspections of worksites were made during this reporting period.</p> <p>Major issues during this reporting period include:</p> <ul style="list-style-type: none"> <li>- Working in Cold/Wet conditions</li> <li>- Standards and Guidelines</li> <li>- Continuing confusion of Jurisdiction</li> <li>- Confusion of HSR Training Requirements</li> <li>- Confusion of Training Credentials</li> <li>- Assistance with Legislative Training requirements</li> </ul>

<p>2. Assess the WHS training needs of workers and businesses in the ACT public and private sectors and design and conduct appropriate training to meet those needs.</p>	<p>relevant trends.</p> <p>For the reporting period, please indicate the approximate number of:</p> <ul style="list-style-type: none"> <li>• training days the WHS Liaison Officer provided; and</li> <li>• Health and Safety Representatives/Work Safety Representatives and any other people trained by the WHS Liaison Officer.</li> </ul> <p>For the reporting period, please provide a short summary of available feedback or other qualitative information collected for training participants.</p>	<p>- Assistance with Bullying, Discrimination &amp; Harassment</p> <p>Approximately 10 training days were provided during this reporting period. Including courses for HSRs, EPH, WHS Committees &amp; Managers</p> <p>Approximately 72 people were trained during this reporting period.</p> <ul style="list-style-type: none"> <li>• 4 HSR courses with 47 participants</li> <li>• 2 HSR refresher courses with 20 participants</li> <li>• 1 Managers, supervisors and committee course with 5 participants</li> </ul> <p>Course evaluations included:</p> <ol style="list-style-type: none"> <li>1. "Very relevant, I now have a much better understanding of OH&amp;S &amp; my role"</li> <li>2. "Inspection was a Great tool and experience —provided hands-on example"</li> <li>3. "Lachlan is an energetic and involved trainer, he made the course enjoyable to participate in."</li> <li>4. "The format allowed for breaks and videos to keep you interested and focused"</li> <li>5. "Practical work gave me confidence to do at work safety audit"</li> </ol>
<p>3. Provide expertise and advice to Unions ACT and affiliates to assist with the development of policy on work health and safety legislation, training requirements</p>	<p>For the reporting period, please indicate:</p> <ul style="list-style-type: none"> <li>• the approximate time the WHS Liaison Officer spent providing advice to Unions ACT and affiliates on WHS laws and Codes of Practice;</li> </ul>	<p>Approximately 5 hours per week (60 Hours) spent providing advice to Unions ACT and affiliates on WHS laws and Codes of Practice during this reporting period.</p> <p>Major issues during this reporting period include:</p>

<p>and specific projects.</p>	<p>and</p> <ul style="list-style-type: none"> <li>the nature and type of expertise and advice provided (if possible please provide specific examples).</li> </ul>	<ul style="list-style-type: none"> <li>Working in Cold/Wet Environments</li> <li>Bullying</li> <li>Issuing of PINs</li> <li>Working in emotional/traumatic workplaces (COMSEC – raised by UFU – also raised by AEU dealing with violent students)</li> <li>HSR Training &amp; Refresher Training at workplaces (Non-compliance)</li> <li>Legislation clarification (Duties of PCBU)</li> <li>Fire Suppression equipment in the workplace and requirements</li> <li>Psychological injury identification &amp; Management</li> <li>Asbestos reporting</li> <li>Local ACT issues</li> </ul>
<p>4. Other duties as required, including:</p>	<p>For the reporting period, if the relevant duty has been exercised, please indicate:</p>	
<ul style="list-style-type: none"> <li>providing a support/research service for referrals/contact;</li> </ul>	<ul style="list-style-type: none"> <li>the nature and general volume of requests and made;</li> </ul>	<p>All requests require some level of research (see below)</p>
<ul style="list-style-type: none"> <li>researching and analysing current developments in WHS to ensure that advice and materials provided is up-to-date;</li> </ul>	<ul style="list-style-type: none"> <li>the subject matter of any research and analysis undertaken and the nature of any report provided (written and oral);</li> </ul>	<ul style="list-style-type: none"> <li>Extensive Liaison between ACTU &amp; Comcare on new HSR 5 Day &amp; 1 Day Refresher courses (including Review, session planning, Jurisdictional compliance, certificates, etc).</li> <li>Review of WSA Draft Codes on Bullying</li> <li>Liaison with Comcare, ACT worksafe &amp; ACTU</li> </ul>
<ul style="list-style-type: none"> <li>preparing and reviewing WHS resource materials;</li> </ul>	<ul style="list-style-type: none"> <li>the nature of any materials prepared or reviewed;</li> </ul>	<p>HSR course materials &amp; Presentations Prepared, Reviewed, Amended, Updated</p>
<ul style="list-style-type: none"> <li>representing Unions ACT at government,</li> </ul>	<ul style="list-style-type: none"> <li>those fora attended as part of the WHS</li> </ul>	<ul style="list-style-type: none"> <li>UnionsACT representative: WHS Bullying Committee April 2013</li> </ul>



industry and training related fora as required by the Secretary;	Liaison Officer role;	
<ul style="list-style-type: none"> <li>providing support for the Unions ACT WHS trainer as required;</li> </ul>	<ul style="list-style-type: none"> <li>the nature and general volume of support provided to the Unions ACT WHS trainer;</li> </ul>	<p>Review of course materials and Liaison with other accreditation bodies</p> <p>Internal Audit of RTO status</p>
<ul style="list-style-type: none"> <li>conducting workplace WHS audits to assist in achieving compliance;</li> </ul>	<ul style="list-style-type: none"> <li>the number of WHS audits carried out by the WHS Liaison Officer;</li> </ul>	<p>4 Inspections of worksites were made during this reporting period.</p>
<ul style="list-style-type: none"> <li>providing information sessions on WHS matters to HSRs, ACT Government and private sector businesses on request; and</li> </ul>	<ul style="list-style-type: none"> <li>the number of information sessions provided by the WHS Liaison Officer, noting any trends in these requests or in questions asked at sessions; and</li> </ul>	<p>Approximately 22 sessions (including Manual Handling, Ergonomics, Bullying, Powers of HSRs, Legislation, Workgroup Organisation, how to run an inspection, etc)</p>
<ul style="list-style-type: none"> <li>providing a free public advice contact for HSRs who require support with WHS queries.</li> </ul>	<ul style="list-style-type: none"> <li>The general volume and nature of requests for HSR support.</li> </ul>	<ul style="list-style-type: none"> <li>Approximately 20-25 Requests for HSR support (mainly by Phone or referral).</li> </ul> <p>Issues include: Safety concerns, reporting advice, advise on particular issues, Working in Cold/Wet environments, Bullying, Asbestos reporting, advice on how to present in-house safety training, etc</p>
<p>5. Any other relevant activities, including specific achievements (optional)</p>	<p>N/A</p>	<p>Coordination of Filming for 2013 Worker's Memorial Video production being compiled for 2014 International Day of Mourning (Currently being edited)</p>

## Work Health and Safety (WHS) Liaison Officer Performance Report

For the period:  
3<sup>rd</sup> Quarter 2013

### Shared goals

- To improve access to reputable information and advice on WHS matters in the community.
- To increase awareness and understanding of work health and safety, both generally and in relation to specific hazards and risks.
- To encourage and assist duty holders to achieve compliance with WHS laws and standards.
- To ensure high quality training is, and remains, accessible to workers, Health and Safety Representatives (HSRs) and other relevant parties.

Please note: a completed report is to be provided each quarter and upon request by the ACT Government before payments can be processed.

WHS Liaison Officer's roles/responsibilities	Key performance indicators	Specific activities undertaken by the WHS Liaison Officer
<p>1. Liaise with member organisations, Government and employers to obtain relevant information and provide advice on local WHS trends and issues.</p>	<p>For the reporting period, please indicate the approximate number of significant liaisons undertaken, for example:</p> <ul style="list-style-type: none"> <li>• face-to-face meetings attended by the WHS Liaison Officer;</li> <li>• visits by the WHS Liaison Officer to workplaces; and</li> <li>• talks, lectures and seminars presented by the WHS Liaison Officer.</li> </ul> <p>For the reporting period, please also provide an outline of the general volume and nature of advice and information provided electronically or over the phone and, if possible, comment on any</p>	<p>Approximately 16 visits to HSRs, OH&amp;S coordinators/managers &amp; Union affiliates/Organisers were made during this reporting period.</p> <p>4 Inspections of worksites were made during this reporting period.</p> <p>Major issues during this reporting period include:</p> <ul style="list-style-type: none"> <li>- Confusion of EPH Training Requirements &amp; gaining EPH permits</li> <li>- Standards and Guidelines</li> <li>- Codes of Practice</li> <li>- Assistance with legislation -- particularly relating to PCBUs and their duty of care</li> <li>- Assistance with Legislative Training</li> </ul>

	<p>relevant trends.</p>	<p>requirements</p> <ul style="list-style-type: none"> <li>- Assistance with Bullying, Discrimination &amp; Harassment</li> <li>- Assistance of HSRs with inspections and legislative powers</li> </ul>
<p>2. Assess the WHS training needs of workers and businesses in the ACT public and private sectors and design and conduct appropriate training to meet those needs.</p>	<p>For the reporting period, please indicate the approximate number of:</p> <ul style="list-style-type: none"> <li>• training days the WHS Liaison Officer provided; and</li> <li>• Health and Safety Representatives/Work Safety Representatives and any other people trained by the WHS Liaison Officer.</li> </ul> <p>For the reporting period, please provide a short summary of available feedback or other qualitative information collected for training participants.</p>	<p>Approximately 13 training days were provided during this reporting period. Including courses for HSRs, EPH, WHS Committees &amp; Managers</p> <p>Approximately 62 people were trained during this reporting period.</p> <ul style="list-style-type: none"> <li>• 5 HSR courses</li> <li>• 1 HSR refresher courses</li> <li>• 1 Managers, supervisors and committee course</li> <li>• 1 EPH course</li> </ul> <p>Course evaluations included:</p> <ol style="list-style-type: none"> <li>1. "I learnt valuable skills in identifying hazards, assessing risks &amp; controlling risk"</li> <li>2. "It gave me a greater understanding of responsibilities for various parties"</li> <li>3. "the students were kept involved by the trainers enthusiasm/ Fantastic facilitators"</li> <li>4. "the information corresponded with my current work environment which allowed the theory to be relevant &amp; practical in my situation"</li> <li>5. "I was able to identify hazards I would have never thought to look at before!"</li> </ol>
<p>3. Provide expertise and advice to Unions ACT</p>	<p>For the reporting period, please indicate:</p>	<p>Approximately 5 hours per week (60 Hours) spent providing advice to Unions ACT and affiliates on WHS</p>

<p>and affiliates to assist with the development of policy on work health and safety legislation, training requirements and specific projects.</p>	<ul style="list-style-type: none"> <li>the approximate time the WHS Liaison Officer spent providing advice to Unions ACT and affiliates on WHS laws and Codes of Practice; and</li> <li>the nature and type of expertise and advice provided (if possible please provide specific examples).</li> </ul>	<p><i>laws and Codes of Practice during this reporting period.</i></p> <p><i>Major issues during this reporting period include:</i></p> <ul style="list-style-type: none"> <li>Bullying &amp; Sexual Harassment</li> <li>Cold and flu season issues</li> <li>Fatigue</li> <li>Overwork and staffing issues</li> <li>Issuing of P/INs</li> <li>Working in emotional/traumatic workplaces (continuing issue with UFU)</li> <li>HSR Training &amp; Refresher Training at workplaces (Non-compliance)</li> <li>Asbestos reporting and workplace monitoring requirements</li> <li>Legislation clarification (Duties of PCBU)</li> <li>Electrical equipment in the workplace and testing &amp; tagging requirements</li> <li>Corporate continuity plans and casual staffing plans</li> <li>Local ACT issues</li> </ul>
<p>4. Other duties as required, including:</p> <ul style="list-style-type: none"> <li>providing a support/research service for referrals/contact;</li> <li>researching and analysing current developments in WHS to ensure that advice and materials provided is up-to-date;</li> </ul>	<p>For the reporting period, if the relevant duty has been exercised, please indicate:</p> <ul style="list-style-type: none"> <li>the nature and general volume of requests and made;</li> <li>the subject matter of any research and analysis undertaken and the nature of any report provided (written and oral);</li> </ul>	<p><i>All requests require some level of research (see below)</i></p> <ul style="list-style-type: none"> <li>Provision of feedback on Bullying guide – including Review of WSA Draft Codes on Bullying</li> <li>Update on ACTU course – including Extensive Continuing Liaison between ACTU &amp; Comcare on new HSR 5 Day &amp; 1 Day Refresher courses</li> </ul>

<ul style="list-style-type: none"> <li>preparing and reviewing WHS resource materials;</li> <li>representing Unions ACT at government, industry and training related fora as required by the Secretary;</li> <li>providing support for the Unions ACT WHS trainer as required;</li> <li>conducting workplace WHS audits to assist in achieving compliance;</li> <li>providing information sessions on WHS matters to HSRs, ACT Government and private sector businesses on request; and</li> <li>providing a free public advice contact for HSRs who require support with WHS queries.</li> </ul>	<ul style="list-style-type: none"> <li>the nature of any materials prepared or reviewed;</li> <li>those fora attended as part of the WHS Liaison Officer role;</li> <li>the nature and general volume of support provided to the Unions ACT WHS trainer;</li> <li>the number of WHS audits carried out by the WHS Liaison Officer;</li> <li>the number of information sessions provided by the WHS Liaison Officer, noting any trends in these requests or in questions asked at sessions; and</li> <li>The general volume and nature of requests for HSR support.</li> </ul>	<p>(including Review, session planning, Jurisdictional compliance, certificates, etc).</p> <p>HSR course materials &amp; Presentations Prepared, Reviewed, Amended, Updated</p> <p>Friable asbestos lagging enquiry for the Plumbers Union</p> <p>Review of course materials and Liaison with other accreditation bodies</p> <p>Internal Audit of RTO status</p> <p>4 Inspections of workites were made during this reporting period.</p> <p>Queries re potential inspection site at ACT Leave Authority building</p> <p>Approximately 48 sessions (including Manual Handling, Ergonomics, Bullying, Psychological injury, Chemical safety, Powers of HSRs, Functions of OH&amp;S Committees, HSR Action plans, Preparation for Inspection, Various session on different aspects of the Legislation (Risk management, PCBU, Works, Officers, EPH, etc), International OH&amp;S and trends, Workgroup Organisation, how to run an inspection, etc)</p> <p>- Approximately 24 Requests for HSR support (mainly by Phone or referral).</p> <p>Issues include: general safety concerns, reporting advice, advise on particular issues, Working with sick colleagues, Sexual harassment concerns, Overwork &amp; understaffing, Fatigue, Bullying,</p>
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		Asbestos registers, training staff, Risk Assessment, etc
5. Any other relevant activities, including specific achievements (optional).	N/A	<p>Coordination of Editing for 2013 Worker's Memorial Video production being compiled for 2014 International Day of Mourning</p> <p>Weekly 1 hour Radio interviews on 2XX "ACT@Work program" talking about Work Health &amp; Safety issues in Canberra</p>

## Work Health and Safety (WHS) Liaison Officer Performance Report

**For the period:  
4<sup>th</sup> Quarter 2013**

**Shared goals**

- To improve access to reputable information and advice on WHS matters in the community.
- To increase awareness and understanding of work health and safety, both generally and in relation to specific hazards and risks.
- To encourage and assist duty holders to achieve compliance with WHS laws and standards.
- To ensure high quality training is, and remains, accessible to workers, Health and Safety Representatives (HSRs) and other relevant parties.

*Please note: a completed report is to be provided each quarter and upon request by the ACT Government before payments can be processed.*

WHS Liaison Officer's roles/responsibilities	Key performance indicators	Specific activities undertaken by the WHS Liaison Officer
<p>1. Liaise with member organisations, Government and employers to obtain relevant information and provide advice on local WHS trends and issues.</p>	<p>For the reporting period, please indicate the approximate number of significant liaisons undertaken, for example:</p> <ul style="list-style-type: none"> <li>• face-to-face meetings attended by the WHS Liaison Officer;</li> <li>• visits by the WHS Liaison Officer to workplaces; and</li> <li>• talks, lectures and seminars presented by the WHS Liaison Officer.</li> </ul> <p>For the reporting period, please also provide an outline of the general volume and nature of advice and information provided electronically or over the phone and, if possible, comment on any</p>	<p>Approximately 22 visits to HSRs, OH&amp;S coordinators/managers &amp; Union affiliates/Organisers were made during this reporting period.</p> <p>3 Inspections of worksites were made during this reporting period.</p> <p>Major issues during this reporting period include:</p> <ul style="list-style-type: none"> <li>- Assistance with Training provisions for HSRs &amp; PCBUs</li> <li>- Assistance with Occupational Violence in teaching</li> <li>- Assistance of HSRs &amp; the duty to consult by PCBU</li> <li>- Assistance of managers in setting up practical safety systems – Southside Community Care</li> </ul>

	<p>relevant trends.</p>	<ul style="list-style-type: none"> <li>- Bullying Training, Risk Assessment &amp; Response to PIN – Canberra Glassworks</li> <li>- Guidelines &amp; Codes of Practice</li> <li>- Assistance with legislation</li> </ul>
<p>2. Assess the WHS training needs of workers and businesses in the ACT public and private sectors and design and conduct appropriate training to meet those needs.</p>	<p>For the reporting period, please indicate the approximate number of:</p> <ul style="list-style-type: none"> <li>• training days the WHS Liaison Officer provided; and</li> <li>• Health and Safety Representatives/Work Safety Representatives and any other people trained by the WHS Liaison Officer.</li> </ul> <p>For the reporting period, please provide a short summary of available feedback or other qualitative information collected for training participants.</p>	<p>Approximately 10 training days were provided during this reporting period. Including courses for HSRs, EPH, WHS Committees &amp; Managers</p> <ul style="list-style-type: none"> <li>• 3 HSR courses</li> <li>• 3 HSR refresher courses</li> <li>• 1 Managers, supervisors and committee course</li> <li>• 2 EPH courses - AEU</li> <li>• 1 Course on Bullying; Awareness &amp; prevention – Canberra Glassworks</li> <li>• 1 Generic Safety Session for Crimtrac</li> </ul> <p>“Great discussion encouraged with the group giving relevant examples”</p> <p>“Very relevant – relaxed &amp; informative”</p> <p>“Very informative – full discussions on a range of topics – covered alot of issues”</p>
<p>3. Provide expertise and advice to Unions ACT and affiliates to assist with the development of policy on work health and safety legislation, training requirements and specific projects.</p>	<p>For the reporting period, please indicate:</p> <ul style="list-style-type: none"> <li>• the approximate time the WHS Liaison Officer spent providing advice to Unions ACT and affiliates on WHS laws and Codes of Practice; and</li> </ul>	<p>Approximately 5 hours per week (60 Hours) spent providing advice to Unions ACT and affiliates on WHS laws and Codes of Practice during this reporting period.</p> <p>Major issues during this reporting period include:</p> <ul style="list-style-type: none"> <li>- Working with special needs clients (AEU)</li> <li>- Working in Violent workplaces (AEU)</li> </ul>



	<ul style="list-style-type: none"> <li>the nature and type of expertise and advice provided (if possible please provide specific examples).</li> </ul>	<ul style="list-style-type: none"> <li>New HSRs (TWU)</li> <li>General duty awareness (APESMA)</li> <li>Legislation clarification (PCBU Consultation)</li> <li>Issuing of PINs (UFU)</li> <li>Overwork and staffing issues</li> <li>Bullying &amp; Harassment</li> <li>HSR Training &amp; Refresher Training at workplaces (HSRs being refused training)</li> <li>PCBUs responding to PIN</li> <li>Local ACT issues</li> </ul>
<p>4. Other duties as required, including:</p>	<p>For the reporting period, if the relevant duty has been exercised, please indicate:</p>	
<ul style="list-style-type: none"> <li>providing a support/research service for referrals/contact;</li> </ul>	<ul style="list-style-type: none"> <li>the nature and general volume of requests and made;</li> </ul>	<p>All requests require some level of research (see below)</p>
<ul style="list-style-type: none"> <li>researching and analysing current developments in WHS to ensure that advice and materials provided is up-to-date;</li> </ul>	<ul style="list-style-type: none"> <li>the subject matter of any research and analysis undertaken and the nature of any report provided (written and oral);</li> </ul>	<ul style="list-style-type: none"> <li>Preparation for ACT Work Safety Council &amp; Bullying Advisory Committee</li> </ul>
<ul style="list-style-type: none"> <li>preparing and reviewing WHS resource materials;</li> </ul>	<ul style="list-style-type: none"> <li>the nature of any materials prepared or reviewed;</li> </ul>	<p>HSR course materials &amp; Presentations Prepared, Reviewed, Amended, Updated</p>
<ul style="list-style-type: none"> <li>representing Unions ACT at government, industry and training related fora as required by the Secretary;</li> </ul>	<ul style="list-style-type: none"> <li>those fora attended as part of the WHS Liaison Officer role;</li> </ul>	<ul style="list-style-type: none"> <li>ACT Work Safety Council</li> <li>Bullying Advisory Committee</li> <li>ACTU Safety Conference</li> </ul>
<ul style="list-style-type: none"> <li>providing support for the Unions ACT WHS trainer as required;</li> </ul>	<ul style="list-style-type: none"> <li>the nature and general volume of support provided to the Unions ACT WHS trainer;</li> </ul>	<p>Review of course materials and Liaison with other accreditation bodies</p> <p>Ongoing Internal Audit of RTO status &amp; review of future</p>

		<p>requirements</p> <p>Design of 2014 Course Calendar</p>
<ul style="list-style-type: none"> <li>conducting workplace WHS audits to assist in achieving compliance;</li> </ul>	<ul style="list-style-type: none"> <li>the number of WHS audits carried out by the WHS Liaison Officer;</li> </ul>	<p>3 Inspections of worksites were made during this reporting period.</p>
<ul style="list-style-type: none"> <li>providing information sessions on WHS matters to HSRs, ACT Government and private sector businesses on request; and</li> </ul>	<ul style="list-style-type: none"> <li>the number of information sessions provided by the WHS Liaison Officer, noting any trends in these requests or in questions asked at sessions; and</li> </ul>	<p>Approximately 42 sessions (including Manual Handling, Ergonomics, Bullying, Psychological injury, Chemical safety, Powers of HSRs, Functions of OH&amp;S Committees, HSR Action plans, Preparation for Inspection, Various sessions on different aspects of the Legislation [Risk management, PCBU, Works, Officers, EPH, etc], International OH&amp;S and trends, Workgroup Organisation, how to run an inspection, etc)</p>
<ul style="list-style-type: none"> <li>providing a free public advice contact for HSRs who require support with WHS queries.</li> </ul>	<ul style="list-style-type: none"> <li>The general volume and nature of requests for HSR support.</li> </ul>	<ul style="list-style-type: none"> <li>Approximately 22 Requests for HSR support (mainly by Phone or referral).</li> </ul> <p>Issues include: refusal to provide training by PCBU, How to issue a PIN &amp; the ramifications, reorganising workgroups, reporting advice, fatigue, bullying, Stress due to overwork, Conducting risk assessments &amp; inspections, advise on particular issues, general safety concerns, etc</p>
<p>5. Any other relevant activities, including specific achievements (optional).</p>	<p>N/A</p>	<p>Release of the 2013 Worker's Memorial Video production</p> <p>Weekly 1 hour Radio interviews on 2XX "ACT@Work program" talking about Work Health &amp; Safety issues in Canberra</p>

## Work Health and Safety (WHS) Liaison Officer Performance Report

For the period:  
1<sup>st</sup> Quarter 2014

### Shared goals

- To improve access to reputable information and advice on WHS matters in the community.
- To increase awareness and understanding of work health and safety, both generally and in relation to specific hazards and risks.
- To encourage and assist duty holders to achieve compliance with WHS laws and standards.
- To ensure high quality training is, and remains, accessible to workers, Health and Safety Representatives (HSRs) and other relevant parties.

Please note: a completed report is to be provided each quarter and upon request by the ACT Government before payments can be processed.

WHS Liaison Officer's roles/responsibilities	Key performance indicators	Specific activities undertaken by the WHS Liaison Officer
<p>1. Liaise with member organisations, Government and employers to obtain relevant information and provide advice on local WHS trends and issues.</p>	<p>For the reporting period, please indicate the approximate number of significant liaisons undertaken, for example:</p> <ul style="list-style-type: none"> <li>• face-to-face meetings attended by the WHS Liaison Officer;</li> <li>• visits by the WHS Liaison Officer to workplaces; and</li> <li>• talks, lectures and seminars presented by the WHS Liaison Officer.</li> </ul> <p>For the reporting period, please also provide an outline of the general volume and nature of advice and information provided electronically or over the phone and, if possible, comment on any</p>	<p>Approximately 18 visits to HSRs, OH&amp;S coordinators/managers &amp; Union affiliates/Organisers were made during this reporting period.</p> <p>3 Inspections of worksites were made during this reporting period.</p> <p>Major issues during this reporting period include:</p> <ul style="list-style-type: none"> <li>- Assistance with development of practical WH&amp;S policies in the workplace</li> <li>- Assistance with Occupational Violence in teaching &amp; special needs students</li> <li>- Assistance with training Union Delegates in the workplace to recognise WH&amp;S issues and cooperation with HSRs</li> <li>- SWMS &amp; Risk Management Training –</li> </ul>

	<p>relevant trends.</p>	<p>Canberra Glassworks</p> <p>- Assistance with application of legislation – especially provision of Training for HSRs &amp; Setting up consultation systems</p>
<p>2. Assess the WHS training needs of workers and businesses in the ACT public and private sectors and design and conduct appropriate training to meet those needs.</p>	<p>For the reporting period, please indicate the approximate number of:</p> <ul style="list-style-type: none"> <li>• training days the WHS Liaison Officer provided; and</li> <li>• Health and Safety Representatives/Work Safety Representatives and any other people trained by the WHS Liaison Officer.</li> </ul> <p>For the reporting period, please provide a short summary of available feedback or other qualitative information collected for training participants.</p>	<p>Approximately 20 training days were provided during this reporting period. Including courses for HSRs, EPH, WHS Committees &amp; Managers</p> <ul style="list-style-type: none"> <li>• 3 HSR courses</li> <li>• 2 HSR refresher courses</li> <li>• 1 Managers, supervisors and committee course</li> <li>• 1 EPH courses</li> <li>• 1 Safety Training Session for ANMF</li> <li>• 1 Generic Safety Session for AEU</li> </ul> <p>“A good mixture of theory &amp; how-to-do. Can use information immediately in the workplace”          “legislation covered in an in-depth manner as well as information as to where to obtain resources &amp; help once returning to the workplace”          “Very relevant as it returned directly to the legislation”          “Excellent Balance between theory &amp; practical”          “Relevant &amp; current to the workplace”</p>
<p>3. Provide expertise and advice to Unions ACT and affiliates to assist with the development of policy on work health and safety legislation, training requirements</p>	<p>For the reporting period, please indicate:</p> <ul style="list-style-type: none"> <li>• the approximate time the WHS Liaison Officer spent providing advice to Unions ACT and affiliates on WHS laws and Codes of Practice;</li> </ul>	<p>Approximately 5 hours per week (60 Hours) spent providing advice to Unions ACT and affiliates on WHS laws and Codes of Practice during this reporting period.</p> <p>Major issues during this reporting period include:</p>

<p>and specific projects.</p>	<p>and</p> <ul style="list-style-type: none"> <li>the nature and type of expertise and advice provided (if possible please provide specific examples).</li> </ul>	<ul style="list-style-type: none"> <li>Working with violent students &amp; setting up structures to have issue recognised as a WH&amp;S issue (AEU)</li> <li>Employee assistance programs for high risk/traumatic workplaces (UFU)</li> <li>Dealing with Committee structures (UFU)</li> <li>Legislation Training Requirements (HSRs under the act)</li> <li>Legislation requirements (Consultation)</li> <li>Traumatic workplace issues</li> <li>Dealing with workplace culture of under-reporting</li> <li>Local ACT issues</li> </ul>
<p>4. Other duties as required, including:</p>	<p>For the reporting period, if the relevant duty has been exercised, please indicate:</p>	
<ul style="list-style-type: none"> <li>providing a support/research service for referrals/contact;</li> </ul>	<ul style="list-style-type: none"> <li>the nature and general volume of requests and made;</li> </ul>	<p>All requests require some level of research (see below)</p>
<ul style="list-style-type: none"> <li>researching and analysing current developments in WHS to ensure that advice and materials provided is up-to-date;</li> </ul>	<ul style="list-style-type: none"> <li>the subject matter of any research and analysis undertaken and the nature of any report provided (written and oral);</li> </ul>	<ul style="list-style-type: none"> <li>ANMF WH&amp;S Training</li> <li>AEU Delegates Training</li> </ul>
<ul style="list-style-type: none"> <li>preparing and reviewing WHS resource materials;</li> </ul>	<ul style="list-style-type: none"> <li>the nature of any materials prepared or reviewed;</li> </ul>	<p>HSR course materials &amp; Presentations Prepared, Reviewed, Amended, Updated</p>
<ul style="list-style-type: none"> <li>representing Unions ACT at government, industry and training related fora as required by the Secretary;</li> </ul>	<ul style="list-style-type: none"> <li>those fora attended as part of the WHS Liaison Officer role;</li> </ul>	<ul style="list-style-type: none"> <li>ANMF WH&amp;S Training</li> <li>AEU Delegates Training</li> </ul>
<ul style="list-style-type: none"> <li>providing support for the Unions ACT WHS</li> </ul>	<ul style="list-style-type: none"> <li>the nature and general volume of support</li> </ul>	<p>Review of course materials and Liaison with other</p>

trainer as required;	provided to the Unions ACT WHS trainer;	accreditation bodies Review & evaluation of RTO status
<ul style="list-style-type: none"> <li>conducting workplace WHS audits to assist in achieving compliance;</li> </ul>	<ul style="list-style-type: none"> <li>the number of WHS audits carried out by the WHS Liaison Officer;</li> </ul>	<p>3 Inspections of worksites were made during this reporting period.</p>
<ul style="list-style-type: none"> <li>providing information sessions on WHS matters to HSRs, ACT Government and private sector businesses on request; and</li> </ul>	<ul style="list-style-type: none"> <li>the number of information sessions provided by the WHS Liaison Officer, noting any trends in these requests or in questions asked at sessions; and</li> </ul>	<p>Approximately 74 sessions (including Manual Handling, Ergonomics, Bullying, Psychological injury, Chemical safety, Powers of HSRs, Functions of OH&amp;S Committees, HSR Action plans, Preparation for Inspection, Various sessions on different aspects of the Legislation [Risk management, PCBU, Works, Officers, EPH, etc], International OH&amp;S and trends, Workgroup Organisation, how to run an inspection, etc)</p>
<ul style="list-style-type: none"> <li>providing a free public advice contact for HSRs who require support with WHS queries.</li> </ul>	<ul style="list-style-type: none"> <li>The general volume and nature of requests for HSR support.</li> </ul>	<ul style="list-style-type: none"> <li>Approximately 7 Requests for HSR support (mainly by Phone or referral).</li> </ul> <p>Issues include: refusal to provide training by PCBU, reorganising workgroups, under-reporting advice, Refusal of workplace to acknowledge an issue, bullying, Stress due to overwork, Conducting risk assessments &amp; inspections, general safety concerns, etc</p>
<p>5. Any other relevant activities, including specific achievements (optional).</p>	<p>N/A</p>	<p>Weekly 1 hour Radio interviews on 2XX "ACT@Work program" talking about Work Health &amp; Safety issues in Canberra</p> <p>Conduction interviews and WH&amp;S Induction for new staff at UnionsACT</p>

## Work Health and Safety (WHS) Liaison Officer Performance Report

**For the period:  
2<sup>nd</sup> Quarter 2014**

**Shared goals**

- To improve access to reputable information and advice on WHS matters in the community.
- To increase awareness and understanding of work health and safety, both generally and in relation to specific hazards and risks.
- To encourage and assist duty holders to achieve compliance with WHS laws and standards.
- To ensure high quality training is, and remains, accessible to workers, Health and Safety Representatives (HSRs) and other relevant parties.

*Please note: a completed report is to be provided each quarter and upon request by the ACT Government before payments can be processed.*

WHS Liaison Officer's roles/responsibilities	Key performance indicators	Specific activities undertaken by the WHS Liaison Officer
<p>1. Liaise with member organisations, Government and employers to obtain relevant information and provide advice on local WHS trends and issues.</p>	<p>For the reporting period, please indicate the approximate number of significant liaisons undertaken, for example:</p> <ul style="list-style-type: none"> <li>● face-to-face meetings attended by the WHS Liaison Officer;</li> <li>● visits by the WHS Liaison Officer to workplaces; and</li> <li>● talks, lectures and seminars presented by the WHS Liaison Officer.</li> </ul> <p>For the reporting period, please also provide an outline of the general volume and nature of advice and information provided electronically or over the phone and, if possible, comment on any</p>	<p>Approximately 19 visits to HSRs, OH&amp;S coordinators/managers &amp; Union affiliates/Organisers were made during this reporting period.</p> <p>5 Inspections of worksites were made during this reporting period.</p> <p>Major issues during this reporting period include:</p> <ul style="list-style-type: none"> <li>- Assistance with setting up policies &amp; procedures relevant to organisation</li> <li>- Assistance with specific workplace hazards (sunsafety, Biological hazards, Ergonomics, Manual Handling, Bullying, etc)</li> <li>- Assistance with application of legislation – especially right of a HSR to choose their own training provider</li> </ul>

	relevant trends.	
<p>2. Assess the WHS training needs of workers and businesses in the ACT public and private sectors and design and conduct appropriate training to meet those needs.</p>	<p>For the reporting period, please indicate the approximate number of:</p> <ul style="list-style-type: none"> <li>• training days the WHS Liaison Officer provided; and</li> <li>• Health and Safety Representatives/Work Safety Representatives and any other people trained by the WHS Liaison Officer.</li> </ul> <p>For the reporting period, please provide a short summary of available feedback or other qualitative information collected for training participants.</p>	<p>Approximately 26 training days were provided during this reporting period. Including courses for HSRs, HSR refresher Training, WHS Committees &amp; Managers</p> <ul style="list-style-type: none"> <li>• 5 HSR courses</li> <li>• 1 HSR refresher courses</li> <li>• 1 Managers, supervisors and committee course</li> <li>• The Course was fantastic</li> <li>• I found this course very informative and have learnt a lot</li> <li>• The best class I have had – I enjoyed every moment</li> <li>• Very Good, Knowledge transferred information in accessibility &amp; user friendly, plain English way</li> <li>• I would recommend it to others</li> <li>• Excellent. Lachlan was an excellent presenter &amp; very knowledgeable with lots of great examples.</li> <li>• Incredibly relevant to my organisation, lots of practical examples</li> <li>• Fantastic course. I look forward to coming back for the refresher</li> <li>• Very well planned out &amp; presented. Gained a lot of new knowledge</li> </ul>
<p>3. Provide expertise and advice to Unions ACT and affiliates to assist with the development of policy on work health and safety legislation, training requirements</p>	<p>For the reporting period, please indicate:</p> <ul style="list-style-type: none"> <li>• the approximate time the WHS Liaison Officer spent providing advice to Unions ACT and affiliates on WHS laws and Codes of Practice;</li> </ul>	<p>Approximately 5 hours per week (60 Hours) spent providing advice to Unions ACT and affiliates on WHS legislation &amp; guidance material during this reporting period.</p>



<p>and specific projects.</p>	<p>and</p> <ul style="list-style-type: none"> <li>the nature and type of expertise and advice provided (if possible please provide specific examples).</li> </ul>	<p>Major issues during this reporting period include:</p> <ul style="list-style-type: none"> <li>Sun safety and PPE issues</li> <li>Lack of Safety Policies &amp; Procedures &amp; lack of understanding in the workplace of their requirements</li> <li>Legislation Training Requirements (HSRs under the act)</li> <li>Legislation requirements (Consultation)</li> <li>Traumatic workplace issues (continuing)</li> <li>Ergonomics in the workplace</li> <li>Local ACT issues</li> </ul>
<p>4. Other duties as required, including:</p>	<p>For the reporting period, if the relevant duty has been exercised, please indicate:</p>	
<ul style="list-style-type: none"> <li>providing a support/research service for referrals/contact;</li> </ul>	<ul style="list-style-type: none"> <li>the nature and general volume of requests and made;</li> </ul>	<p>All requests require some level of research (see below)</p>
<ul style="list-style-type: none"> <li>researching and analysing current developments in WHS to ensure that advice and materials provided is up-to-date;</li> </ul>	<ul style="list-style-type: none"> <li>the subject matter of any research and analysis undertaken and the nature of any report provided (written and oral);</li> </ul>	<ul style="list-style-type: none"> <li>Researching changing in sun safety &amp; PPE modification</li> <li>Research on impacts of biological hazards</li> </ul>
<ul style="list-style-type: none"> <li>preparing and reviewing WHS resource materials;</li> </ul>	<ul style="list-style-type: none"> <li>the nature of any materials prepared or reviewed;</li> </ul>	<p>HSR course materials &amp; Presentations Prepared, Reviewed, Amended, Updated</p>
<ul style="list-style-type: none"> <li>representing Unions ACT at government, industry and training related fora as required by the Secretary;</li> </ul>	<ul style="list-style-type: none"> <li>those fora attended as part of the WHS Liaison Officer role;</li> </ul>	<ul style="list-style-type: none"> <li>ACT WHS Council</li> </ul>
<ul style="list-style-type: none"> <li>providing support for the Unions ACT WHS trainer as required;</li> </ul>	<ul style="list-style-type: none"> <li>the nature and general volume of support provided to the Unions ACT WHS trainer;</li> </ul>	<p>Review of course materials and Liaison with other accreditation bodies Preparation for &amp; Participation in Comcare Audit of</p>

		<p>Comcare/ACTU HSR course</p> <p>Continuing Review &amp; evaluation of RTO status</p> <p>3 inspections of worksites were made during this reporting period.</p>
<ul style="list-style-type: none"> <li>conducting workplace WHS audits to assist in achieving compliance;</li> </ul>	<ul style="list-style-type: none"> <li>the number of WHS audits carried out by the WHS Liaison Officer;</li> </ul>	<p>Approximately 82 sessions (including History of WHS, Harmonisation, Manual Handling, Ergonomics, Bullying, Psychological injury, Chemical safety, Powers of HSRs, Functions of OH&amp;S Committees, HSR Action plans, Preparation for Inspection, Various sessions on different aspects of the Legislation [Risk management, PCBU, Works, Officers, EPH, etc], International OH&amp;S and trends, Workgroup Organisation, how to run an inspection, etc)</p>
<ul style="list-style-type: none"> <li>providing information sessions on WHS matters to HSRs, ACT Government and private sector businesses on request; and</li> </ul>	<ul style="list-style-type: none"> <li>the number of information sessions provided by the WHS Liaison Officer, noting any trends in these requests or in questions asked at sessions; and</li> </ul>	
<ul style="list-style-type: none"> <li>providing a free public advice contact for HSRs who require support with WHS queries.</li> </ul>	<ul style="list-style-type: none"> <li>The general volume and nature of requests for HSR support.</li> </ul>	<p>Approximately 8 Requests for HSR support (mainly by Phone or referral).</p> <p>Issues include: inadequate facilities to perform as a HSR, Mould infestation, Assistance with customising WHS forms to workplace, Ergonomic issues, bullying, Manual Handling concerns, Conducting inspections, general safety concerns, etc</p>
<p>5. Any other relevant activities, including specific achievements (optional).</p>	N/A	<p>Weekly 1 hour Radio interviews on 2XX "ACT@Work program" talking about Work Health &amp; Safety issues in Canberra</p> <p>Training of new WHS Training staff at UnionsACT</p> <p>Attending professional development – WHS Diploma</p>

## Work Health and Safety (WHS) Liaison Officer Performance Report

For the period:  
3<sup>rd</sup> Quarter 2014

### Shared goals

- To improve access to reputable information and advice on WHS matters in the community.
- To increase awareness and understanding of work health and safety, both generally and in relation to specific hazards and risks.
- To encourage and assist duty holders to achieve compliance with WHS laws and standards.
- To ensure high quality training is, and remains, accessible to workers, Health and Safety Representatives (HSRs) and other relevant parties.

Please note: a completed report is to be provided each quarter and upon request by the ACT Government before payments can be processed.

WHS Liaison Officer's roles/responsibilities	Key performance indicators	Specific activities undertaken by the WHS Liaison Officer
<p>1. Liaise with member organisations, Government and employers to obtain relevant information and provide advice on local WHS trends and issues.</p>	<p>For the reporting period, please indicate the approximate number of significant liaisons undertaken, for example:</p> <ul style="list-style-type: none"> <li>• face-to-face meetings attended by the WHS Liaison Officer;</li> <li>• visits by the WHS Liaison Officer to workplaces; and</li> <li>• talks, lectures and seminars presented by the WHS Liaison Officer.</li> </ul> <p>For the reporting period, please also provide an outline of the general volume and nature of advice and information provided electronically or over the phone and, if possible, comment on any</p>	<p>Approximately 10 visits to HSRs, OH&amp;S coordinators/managers &amp; Union affiliates/Organisers were made during this reporting period.</p> <p>6 Inspections of worksites were made during this reporting period.</p> <p>Major issues during this reporting period include:</p> <ul style="list-style-type: none"> <li>- Assistance with setting up policies &amp; procedures relevant to organisation</li> <li>- Assistance with specific workplace issues (Chemical hazards and SDS requirements, Evacuations procedure – especially during periods of change eg. New construction, Inductions &amp; Ergonomics, Testing &amp; tagging requirements, Manual Handling, etc)</li> </ul>

	<p>relevant trends.</p>	<ul style="list-style-type: none"> <li>- Assistance with application of legislation – Consultation requirements &amp; ‘External’ PCBU obligations</li> </ul>
<p>2. Assess the WHS training needs of workers and businesses in the ACT public and private sectors and design and conduct appropriate training to meet those needs.</p>	<p>For the reporting period, please indicate the approximate number of:</p> <ul style="list-style-type: none"> <li>• training days the WHS Liaison Officer provided; and</li> <li>• Health and Safety Representatives/Work Safety Representatives and any other people trained by the WHS Liaison Officer.</li> </ul> <p>For the reporting period, please provide a short summary of available feedback or other qualitative information collected for training participants.</p>	<p>Approximately 28 training days were provided during this reporting period. Including courses for HSRs, HSR refresher Training, WHS Committees &amp; Managers</p> <ul style="list-style-type: none"> <li>• 5 HSR courses</li> <li>• 2 HSR refresher courses</li> <li>• 2 Managers, supervisors and committee course</li> </ul> <p><u>Client Feedback:</u></p> <ul style="list-style-type: none"> <li>• Excellent: Well presented – Lachlan was great – he is an excellent facilitator – very easy going</li> <li>• It was presented well, informative &amp; Lachlan certainly knew his subject matter</li> <li>• Information was very relevant &amp; comprehensive &amp; will be of great use in the workplace</li> <li>• A lot of discussion which was excellent</li> <li>• Well-paced, was surprised at the level of content not only covered but understood also</li> <li>• Return to work Action plan was very useful</li> <li>• Presentation Excellent, Great, friendly but extremely informative, Well presented &amp; planned</li> </ul>
<p>3. Provide expertise and advice to Unions ACT and affiliates to assist with the development of policy on work health and safety legislation, training requirements and specific projects.</p>	<p>For the reporting period, please indicate:</p> <ul style="list-style-type: none"> <li>• the approximate time the WHS Liaison Officer spent providing advice to Unions ACT and affiliates on WHS laws and Codes of Practice; and</li> <li>• the nature and type of expertise and advice provided (if possible please provide specific</li> </ul>	<p>Approximately 5 hours per week (60 Hours) spent providing advice to Unions ACT and affiliates on WHS legislation &amp; guidance material during this reporting period.</p> <p>Major issues during this reporting period include:</p> <ul style="list-style-type: none"> <li>- WHS Legislation compliance</li> <li>- Legislation requirements (‘External’ PCBU obligations)</li> </ul>

	<p>examples).</p>	<ul style="list-style-type: none"> <li>- First Aid requirements</li> <li>- Evacuation requirements</li> <li>- Ergonomics,</li> <li>- Manual Handling,</li> <li>- Lack of Safety Policies &amp; Procedures</li> <li>- Legislation requirements (Consultation)</li> <li>- Local ACT issues</li> </ul> <p>Wrote a response to ACT Government and Safe Work Australia re the Review of the WHS legislation with recommendations.</p>
<p>4. Other duties as required, including:</p>	<p>For the reporting period, if the relevant duty has been exercised, please indicate:</p>	<ul style="list-style-type: none"> <li>• Involvement in Comcare audit of HSR Course</li> <li>• Involvement in internal review of UnionsACT by ACTU</li> <li>• Involvement in preparing materials for adding Cert III in Business Admin, Cert IV in WHS &amp; Cert IV in Training &amp; Assessment to UnionsACT RTO scope</li> <li>• Industry consultation on Cert III in Business Admin, Cert IV in WHS &amp; Cert IV in Training &amp; Assessment to UnionsACT RTO scope</li> <li>• Involvement in ASQA audit of UnionsACT RTO</li> </ul> <p>All requests require some level of research (see below)</p>
<ul style="list-style-type: none"> <li>• providing a support/research service for referrals/contact;</li> <li>• researching and analysing current developments in WHS to ensure that advice and materials provided is up-to-date;</li> </ul>	<ul style="list-style-type: none"> <li>• the nature and general volume of requests and made;</li> <li>• the subject matter of any research and analysis undertaken and the nature of any report provided (written and oral);</li> </ul>	<ul style="list-style-type: none"> <li>• Research on Chemical hazards and SDS requirements,</li> <li>• Evacuations procedure – especially during periods of change eg. New construction,</li> <li>• Research on Legislation requirements ('External' PCBU obligations)</li> </ul>

		<ul style="list-style-type: none"> <li>Research on relevant EAP sources for Workers flying interstate or overseas and working in potentially traumatic workplaces – relevant legislations &amp; debrief opportunities</li> </ul>
<ul style="list-style-type: none"> <li>preparing and reviewing WHS resource materials;</li> </ul>	<ul style="list-style-type: none"> <li>the nature of any materials prepared or reviewed;</li> </ul>	<p>All HSR course materials &amp; Presentations Prepared, Reviewed, Amended, Updated to comply with ASQA audit requirements</p> <p>Liaison with Comcare on suitability of Comcare presentation to HSRs</p>
<ul style="list-style-type: none"> <li>representing Unions ACT at government, industry and training related fora as required by the Secretary;</li> </ul>	<ul style="list-style-type: none"> <li>those fora attended as part of the WHS Liaison Officer role;</li> </ul>	<p>Work Safety Council preparation for Secretary</p> <p>Interviewed by Safe Work Australia re the key role of unions and HSR's in the Safety Framework for a new video project.</p>
<ul style="list-style-type: none"> <li>providing support for the Unions ACT WHS trainer as required;</li> </ul>	<ul style="list-style-type: none"> <li>the nature and general volume of support provided to the Unions ACT WHS trainer;</li> </ul>	<p>Review of course materials and Liaison with other accreditation bodies</p> <p>Involvement in Comcare audit of HSR Course</p> <p>Involvement in internal review of UnionsACT by ACTU</p> <p>Involvement in preparing materials for adding Cert III in Business Admin, Cert IV in WHS &amp; Cert IV in Training &amp; Assessment to UnionsACT RTO scope – including writing student handbook, rewriting course material, writing Fees &amp; refund policies, writing continuous improvement policies, writing RPL guidebook &amp; assessment tool</p> <p>Industry consultation on Cert III in Business Admin, Cert IV in WHS &amp; Cert IV in Training &amp; Assessment to UnionsACT RTO scope</p> <p>Involvement in ASQA audit of UnionsACT RTO including audit of superseded Cert III WHS qualifications</p> <p>Liaison with External Guest speaker on presentations &amp; appropriate delivery</p>

<ul style="list-style-type: none"> <li>conducting workplace WHS audits to assist in achieving compliance;</li> <li>providing information sessions on WHS matters to HSRs, ACT Government and private sector businesses on request; and</li> </ul>	<ul style="list-style-type: none"> <li>the number of WHS audits carried out by the WHS Liaison Officer;</li> <li>the number of information sessions provided by the WHS Liaison Officer, noting any trends in these requests or in questions asked at sessions; and</li> </ul>	<p>6 Inspections of worksites were made during this reporting period.</p> <p>Approximately 90 sessions (including History of WHS, Harmonisation, Manual Handling, Ergonomics, Bullying, Psychological injury, Chemical safety, Powers of HSRs, Functions of OH&amp;S Committees, HSR Action plans, Preparation for Inspection, Various sessions on different aspects of the Legislation [Risk management, PCBU, Works, Officers, EPH, etc], International OH&amp;S and trends, Consultation, Workgroup Organisation, how to run an inspection, etc)</p>
<ul style="list-style-type: none"> <li>providing a free public advice contact for HSRs who require support with WHS queries.</li> </ul>	<ul style="list-style-type: none"> <li>The general volume and nature of requests for HSR support.</li> </ul>	<ul style="list-style-type: none"> <li>Approximately 6 Requests for HSR support (mainly by Phone or referral).</li> <li>Issues include: Chemical hazards and SDS requirements, Evacuations procedure – especially during periods of change eg. New construction, Inductions &amp; Ergonomics, Testing &amp; tagging requirements, Manual Handling, Consultation requirements &amp; ‘External’ PCBU obligations, Conducting inspections, general safety concerns, etc</li> </ul>
<p>5. Any other relevant activities, including specific achievements (optional).</p>	<p>N/A</p>	<p>Weekly 1 hour Radio interviews on 2XX “ACT@Work program” talking about Work Health &amp; Safety issues in Canberra</p> <p>Completion of professional development – WHS Diploma</p>



## Work Health and Safety (WHS) Liaison Officer Performance Report

**For the period:  
4<sup>th</sup> Quarter 2014**

**Shared goals**

- To improve access to reputable information and advice on WHS matters in the community.
- To increase awareness and understanding of work health and safety, both generally and in relation to specific hazards and risks.
- To encourage and assist duty holders to achieve compliance with WHS laws and standards.
- To ensure high quality training is, and remains, accessible to workers, Health and Safety Representatives (HSRs) and other relevant parties.

*Please note: a completed report is to be provided each quarter and upon request by the ACT Government before payments can be processed.*

WHS Liaison Officer's roles/responsibilities	Key performance indicators	Specific activities undertaken by the WHS Liaison Officer
<p>1. Liaise with member organisations, Government and employers to obtain relevant information and provide advice on local WHS trends and issues.</p>	<p>For the reporting period, please indicate the approximate number of significant liaisons undertaken, for example:</p> <ul style="list-style-type: none"> <li>• face-to-face meetings attended by the WHS Liaison Officer;</li> <li>• visits by the WHS Liaison Officer to workplaces; and</li> <li>• talks, lectures and seminars presented by the WHS Liaison Officer.</li> </ul> <p>For the reporting period, please also provide an outline of the general volume and nature of advice and information provided electronically or over the phone and, if possible, comment on any</p>	<p>Approximately 7 visits to HSRs, OH&amp;S coordinators/managers &amp; Union affiliates/Organisers were made during this reporting period.</p> <p>4 Inspections of worksites were made during this reporting period.</p> <p>Major issues during this reporting period include:</p> <ul style="list-style-type: none"> <li>- Assistance with setting up policies &amp; procedures relevant to organisation</li> <li>- Assistance with specific workplace issues (Maintenance and WHS, SDS requirements, HSR involvement in Inductions, Asbestos information, etc)</li> <li>- Assistance with application of legislation – WHS Training Requirements, PCBU obligations,</li> </ul>



	relevant trends.	EPH training requirements
<p>2. Assess the WHS training needs of workers and businesses in the ACT public and private sectors and design and conduct appropriate training to meet those needs.</p>	<p>For the reporting period, please indicate the approximate number of:</p> <ul style="list-style-type: none"> <li>• <b>training days</b> the WHS Liaison Officer provided; and</li> <li>• <b>Health and Safety Representatives/Work Safety Representatives</b> and any other people trained by the WHS Liaison Officer.</li> </ul> <p>For the reporting period, please provide a short summary of available feedback or other qualitative information collected for training participants.</p>	<p>Approximately 18 training days were provided during this reporting period. Including courses for HSRs, HSR refresher Training, WHS Committees &amp; Managers</p> <ul style="list-style-type: none"> <li>• 3 HSR courses</li> <li>• 2 HSR refresher courses</li> <li>• 2 Managers, supervisors and committee course</li> </ul> <p><u>Client Feedback:</u></p> <ul style="list-style-type: none"> <li>• “given me the confidence to represent my workplace as a HSR”</li> <li>• “Course trainer knows his stuff! Good use of Practical real life examples. Approachable &amp; kept it light but still conveyed seriousness</li> <li>• “Yes, Good examples given by the facilitator to explain parts of the Act &amp; regulations in plain English” – “Time for sharing experiences was good”</li> <li>• “Fantastic”</li> </ul>
<p>3. Provide expertise and advice to Unions ACT and affiliates to assist with the development of policy on work health and safety legislation, training requirements and specific projects.</p>	<p>For the reporting period, please indicate:</p> <ul style="list-style-type: none"> <li>• the approximate time the WHS Liaison Officer spent providing advice to Unions ACT and affiliates on WHS laws and Codes of Practice; and</li> <li>• the nature and type of expertise and advice provided (if possible please provide specific examples).</li> </ul>	<p>Approximately 5 hours per week (60 Hours) spent providing advice to Unions ACT and affiliates on WHS legislation &amp; guidance material during this reporting period.</p> <p>Major issues during this reporting period include:</p> <ul style="list-style-type: none"> <li>- WHS Training Requirements,</li> <li>- PCBU obligations,</li> <li>- EPH training requirements</li> <li>- Local ACT issues</li> </ul>

<p>4. Other duties as required, including:</p>	<p>For the reporting period, if the relevant duty has been exercised, please indicate:</p>	<ul style="list-style-type: none"> <li>• Involvement in Comcare audit of HSR Course</li> <li>• Involvement in internal review of UnionsACT by ACTU</li> <li>• Industry consultation on Cert III in WHS, Cert III in Business Admin, Cert IV in WHS &amp; Cert IV in Training &amp; Assessment – including in meetings with WorkSafeACT, NTEU &amp; Electrogroup</li> <li>• Intense involvement of preparation of materials for ASQA audit of UnionsACT RTO</li> </ul>
<ul style="list-style-type: none"> <li>• providing a support/research service for referrals/contact;</li> </ul>	<ul style="list-style-type: none"> <li>• the nature and general volume of requests and made;</li> </ul>	<p>All requests require some level of research (see below)</p>
<ul style="list-style-type: none"> <li>• researching and analysing current developments in WHS to ensure that advice and materials provided is up-to-date;</li> </ul>	<ul style="list-style-type: none"> <li>• the subject matter of any research and analysis undertaken and the nature of any report provided (written and oral);</li> </ul>	<ul style="list-style-type: none"> <li>- Research on SDS requirements,</li> <li>- Research on Legislation requirements (WHS Training Requirements, PCBU obligations, EPH training requirements)</li> </ul>
<ul style="list-style-type: none"> <li>• preparing and reviewing WHS resource materials;</li> </ul>	<ul style="list-style-type: none"> <li>• the nature of any materials prepared or reviewed;</li> </ul>	<p>HSR course materials &amp; Presentations Prepared, Reviewed, Amended, Updated</p>
<ul style="list-style-type: none"> <li>• representing Unions ACT at government, industry and training related fora as required by the Secretary;</li> </ul>	<ul style="list-style-type: none"> <li>• those fora attended as part of the WHS Liaison Officer role;</li> </ul>	<p>n/a during this reporting period</p>
<ul style="list-style-type: none"> <li>• providing support for the Unions ACT WHS trainer as required;</li> </ul>	<ul style="list-style-type: none"> <li>• the nature and general volume of support provided to the Unions ACT WHS trainer;</li> </ul>	<p>Review of course materials and Liaison with other accreditation bodies                      Involvement in Comcare audit of HSR Course                      Involvement in internal review of UnionsACT by ACTU                      Intense Involvement in ASQA audit of UnionsACT RTO including audit of superseded Cert III WHS qualifications                      Industry consultation on Cert III in WHS, Cert III in</p>

<ul style="list-style-type: none"> <li>conducting workplace WHS audits to assist in achieving compliance;</li> <li>providing information sessions on WHS matters to HSRs, ACT Government and private sector businesses on request; and</li> </ul>	<ul style="list-style-type: none"> <li>the number of WHS audits carried out by the WHS Liaison Officer;</li> <li>the number of information sessions provided by the WHS Liaison Officer, noting any trends in these requests or in questions asked at sessions; and</li> </ul>	<p>Business Admin, Cert IV in WHS &amp; Cert IV in Training &amp; Assessment</p> <p>4 Inspections of workites were made during this reporting period.</p> <p>Approximately 72 sessions (including History of WHS, Harmonisation, Manual Handling, Ergonomics, Bullying, Psychological injury, Chemical safety, Powers of HSRs, Functions of OH&amp;S Committees, HSR Action plans, Preparation for Inspection, Various sessions on different aspects of the Legislation [Risk management, PCBU, Works, Officers, EPH, etc], International OH&amp;S and trends, Consultation, Workgroup Organisation, how to run an inspection, etc)</p>
<ul style="list-style-type: none"> <li>providing a free public advice contact for HSRs who require support with WHS queries.</li> </ul>	<ul style="list-style-type: none"> <li>The general volume and nature of requests for HSR support.</li> </ul>	<ul style="list-style-type: none"> <li>Approximately 5 Requests for HSR support (mainly by Phone or referral).</li> <li>Issues include: HSR Involvement in Inductions, Legislative Training requirements, Testing &amp; Tagging, Conducting inspections, general safety concerns, etc</li> </ul>
<p>5. Any other relevant activities, including specific achievements (optional).</p>	<p>N/A</p>	<p>Attendance and Participation at ACTU WHS conference in Melbourne</p> <p>Attendance and Preparation for ACT WHS Council to be held at UnionsACT</p> <p>Weekly 1 hour Radio interviews on 2XX "ACT@Work program" talking about Work Health &amp; Safety issues in Canberra</p>



## **Work Health & Safety Liaison Officer**

### **Final Performance Report 1 July 2015 - 30 June 2016**

#### **Background.**

This position was established in 2003 with an Appropriation in the 2003-04 ACT Budget. At its origin, it was intended to be a position of liaison by which the officer would:

- assess and conduct work health & safety training; and,
- participate in the various fora by which to inform and bring expertise to bear on the work health & safety deliberations of government, employers and unions in regard to policies, practices and legislation.

As evidenced by the two Reviews of the position, conducted and reported in 2011 & 2014, the role and trajectory of the functions evolved and changed into a hybrid of training and awareness raising driven largely by the contingency of 'working by doing', without there being a concomitant revision of the original duty statement.

The 2014 Reviewer summarised the 2011 Review as having concluded that the position was 'effective in that the activities and performance of the officer are meeting the objectives and outcomes expected by the Government' (*Review of the WHS Liaison Officer Funding, 2014, p1*), an assessment repeated in the 2014 Review (Recommendation 1, p10).

Additionally the 2014 Review pointed out that strategies should be put in place 'to enable the WHS Liaison Officer position to fully focus on WHS liaison, advisory and coordination activities consistent with the ACT Government's expectations' (Recommendation, p10) and that, accordingly, 'the duty statement for the position be reviewed' (Recommendation 4, p10).

As a consequence, in 2015, UnionsACT reviewed and revised the WHS Liaison Officer duty statement, and in late 2015 the signatory parties conferred on the terms of a new relationship to be reflected in a new funding Deed.

The outcomes of those discussions are now to be found in the Deed of Grant concluded in mid-2016 with an operating period of 1 July 2016 to 30 June 2019.

During the 2015-16 Financial Year, the funded Liaison Officer position was restructured to focus on proactive facilitation, representation, advice, support and research in the field of workplace health & safety awareness, rights and regulation. The determination was made that the historic function of provision of training was not required.

### **Funded Positions.**

The funding has enabled UnionsACT to employ a WHS Liaison Officer (1 EFT) from August 2015 until January 2016. From March 2016, UnionsACT has employed a part-time Research and Policy Officer, funded by the WHS funding.

### **Funded Activities.**

During this financial year, the Funding was used for UnionsACT's substantial body of work regarding constructive contribution to the ACT Government's WHS and workers compensation policy agenda. In particular the funding allowed for UnionsACT to commit substantial resources and energy towards deep, detailed discussions and consultations for the ACT's largest public policy reform in the past decade – the proposal to introduce a private sector workers' compensation for the 21,000 strong ACT Public Service announced in mid-2015. Furthermore, the funding was used for the development and implementation of more innovative WHS awareness strategies.

Based on the 2015 Review, UnionsACT determined to restructure the WHS Liaison Officer position and funded activities, and to use the funding for higher-impact awareness and policy activities.

In FY15-16, the WHS funding contributed to a range of UnionsACT's activities including:

- Active participation and contribution to national WHS and workers compensation fora, including ACTU and national affiliates' workplace health & safety officers in order for them to be informed in relation to WHS matters and asbestos policy in the ACT;
- Detailed policy development and analysis for the public sector workers' compensation reforms, including detailed financial and legal analysis of proposed ACT Government legislative models, contribution towards scheme design;
- Specialised research projects into WHS matters, including awareness of WHS and workplace safety in the ACT;
- Enabling UnionsACT officials & staff to actively brief and provide advice to union workplace health & safety officers and the members of UnionsACT representatives to the ACT Work Safety Council;
- Planning and implementation of major public awareness campaigns regarding workplace safety and WHS, including in the construction industry. Substantial planning took place in FY15-16 for the Safety Awareness Walk (which took place in August 2016), which was contributed to by the WHS funding;
- Active engagement with various ACT Government authorities on WHS policy matters, especially regarding asbestos safety, importation of asbestos products into the ACT and the ACT Mr Fluffy Asbestos Eradication Agency.
- Deep engagement with private sector stakeholders on a range of WHS and related policy matters, including detailed discussions and planning of joint union-employer safety awareness strategies.

### **Representation.**

The funding has enabled UnionsACT to effectively represent the interests of working people to the ACT Govt in relation to policy development of a number of workplace health & safety and workers compensation legislative proposals including the following which were passed into law in 2016:

- Workers Compensation Amendment Bills (Nos 1 & 2) 2016
- Lifetime Care & Support (Catastrophic Injuries) Amendment Bill 2016
- Personal Violence Bill 2016

Relying on the WHS Funding, UnionsACT has constructively engaged in a wide variety of fora including the following:

- on the Safety Videos Steering Committee in regard to SWA funded development of construction industry safety video;
- on ACT Network on Exploitation & Slavery of 'At-Risk' Workers in regard to workplace health & safety and workers compensation rights & entitlements;
- at the annual ACTU workplace health & safety/workers compensation conference;
- on the ACTU TLC OHS & Workers Injury Compensation Advisers Network regarding policy development and legislative amendment in relation to workers compensation and workplace health & safety;
- in negotiations with Access Canberra (WorkSafe ACT) in relation to ACT WHS Act rights of entry of authorised persons;
- in advice, support and assistance to detailed policy and scheme design in regard to ACT Govt's proposals for a new private sector scheme for workers compensation for its employees;
- in the ongoing development of WHS and workplace safety policy for ACT government procurement matters to ensure workers' safety is given fair consideration;
- in advice, support and assistance to UnionsACT representatives on ACT Work Safety Council.

### **Stakeholder engagement.**

As part of the restructured WHS Liaison Officer position, UnionsACT engaged in activities, funded by the WHS Funding, to better engage with WHS stakeholders. This included coordination of UnionsACT affiliates on WHS forums to ensure greater efficiency at a range of forums and representations by unions to the ACT Government.

Similarly, UnionsACT has more proactively engaged with employer stakeholders on WHS matters, including discussions to develop shared awareness-raising activities of WHS and workplace safety. The recent inaugural Work Safety Awareness Walk is one of the results of this proactive and constructive industry engagement.

**Acquittal (FY15-16).**

<b>Item</b>	<b>Value</b>	<b>Percentage</b>	<b>Notes</b>
<b>INCOME</b>			
<b>WHS Funding</b>	\$118,000	100%	ACT Govt Appropriation
<b>TOTAL</b>	<b>\$118,000</b>	<b>100%</b>	
<b>EXPENDITURE</b>			
<b>Administration</b>	\$444.75	0.4%	Printing, stationary, postage
<b>Operations</b>	\$8,284.11	7%	Includes overhead
<b>Events</b>	\$8,500.46	7.2%	Contribution to WHS conferences
<b>Promotions</b>	\$1,200.00	1%	Printing and digital costs for awareness activities
<b>Finance &amp; Legal</b>	\$3,958.34	3.4%	Fees regarding reviews & consultations
<b>Contractors</b>	\$6,000	5.1%	Research and policy consultants
<b>Salaries &amp; staffing costs</b>	\$59,854.16	50.7%	Inc super & leave provisions
<b>Professional Development</b>	\$357.33	0.3%	Attendance at WHS conferences
<b>Travel</b>	\$971.52	0.8%	Flights, parking
<b>Carried over to next FY</b>	\$28,429	24.1%	
<b>TOTAL</b>	<b>\$118,000</b>	<b>100%</b>	





Unions ACT  
 Trades and Labour Council of the ACT Inc  
 PO Box 279  
 DICKSON ACT 2602

## TAX INVOICE

Bill To:

Chief Minister's Department  
 GPO BOX 158  
 Canberra ACT 2601

A.B.N. 31 724 041 495

Invoice #: **00004268**

Date: 3/12/2003

Page: 1

DATE	DESCRIPTION	AMOUNT	CODE
3/12/2003	Grant to UnionsACT for an OH&S Advisor, with costs as follows:		
	Salary (8 December-31 December 2003)	\$9,510.00	N-T
	LSL Provision	\$183.00	N-T
	Superannuation	\$1,246.00	N-T
	Worker's Compensation insurance	\$95.00	N-T
	Training	\$798.00	N-T
	Administration costs	\$6,665.00	N-T
	<b>Method of</b>		
	Cheques should be made payable <b>Trades &amp; Labour Council ACT Inc</b>		
	Electronic Transfers: <b>Account name: Trades &amp; Labour Council ACT</b>		
	<b>BSB:</b> [REDACTED]		
	<b>Account number:</b> [REDACTED]		
COMMENT		GST:	\$0.00
		Total Inc GST:	\$18,497.00
		Amount Applied:	\$0.00
		<b>Balance Due:</b>	<b>\$18,497.00</b>

P. Malone - Secretary





Unions ACT  
 Trades and Labour Council of the ACT Inc  
 PO Box 279  
 DICKSON ACT 2602

## TAX INVOICE

Bill To:

Chief Minister's Department  
 GPO BOX 158  
 Canberra ACT 2601

A.B.N. 31 724 041 495

Invoice #: **00004269**

Date: 3/12/2003

Page: 1

DATE	DESCRIPTION	AMOUNT	CODE
3/12/2003	Grant for OH&S Advisor, payment for 2nd quarter ( 1 Jan 04- 31 March 04), costs as follows:		
	Salary	\$12,568.50	N-T
	LSL Provision	\$209.47	N-T
	Superannuation	\$1,646.47	N-T
	Training	\$1,622.00	N-T
	<b>Method of</b>		
	Cheques should be made payable <b>Trades &amp; Labour Council ACT Inc</b>		
	Electronic Transfers: <b>Account name: Trades &amp; Labour Council ACT</b>		
	<b>BSB:</b> [REDACTED]		
	<b>Account number:</b> [REDACTED]		
COMMENT	GST:	\$0.00	
	Total Inc GST:	\$16,046.44	
	Amount Applied:	\$0.00	
	<b>Balance Due:</b>	<b>\$16,046.44</b>	

P. Malone - Secretary

**OH&S GRANT** (to 21.5.2004)**Income**

## Invoice 1

Salary (8-31 Dec 03)	\$9,510.00	
LSL provision (8-31 Dec)	\$183.00	
Super	\$1,246.00	
Worker's Comp ins	\$95.00	
Training	\$798.00	
Admin	\$6,665.00	
<b>Inv total</b>	<b>\$18,497.00</b>	<b>paid 6.2.04</b>

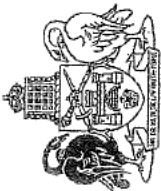
## Invoice 2

Salary	\$12,568.50	
LSL provision	\$209.47	
Super	\$1,646.47	
Training	\$1,622.00	
<b>Inv total</b>	<b>\$16,046.44</b>	<b>pd 26.2.04</b>

**Total grant received**                      **\$34,543.44**

**Expenses** (to 21.5.04)

Super	\$2,646.27
Wages	\$21,795.00
Admin	\$5,775.78
Training	\$2,074.00
LSL Provision	\$465.00
Worker's Comp Ins	\$339.50
<b>TOTAL</b>	<b>\$33,095.55</b>



ACCOUNTS PAYABLE FORM



On completion, please attach this form to the front of the invoice and forward to Corporate Finance.

SUPPLIER NAME: Trades & Labour Council ACT

COPY

	\$	Entity	Cost Centre	Account	Output	Elim	Project Code	Description
1	\$ 16,036.18	11	4304	76011	9 9 9	99	9999	Grant for OHS Adviser (3rd Quarter)
2					9 9 9			
3					9 9 9			
4					9 9 9			
5					9 9 9			
6					9 9 9			
7					9 9 9			
8					9 9 9			
9					9 9 9			
10					9 9 9			
	\$ 16,036.18	Total (GST exclusive)						
		GST payable						
	\$ 16,036.18	Total (GST inclusive)						

Prepared by:



Name: Debbie Hood

Signature:

Phone: x 75922

Date:

28-May-04

Authorising Officer:



Name: Penny Shakespeare

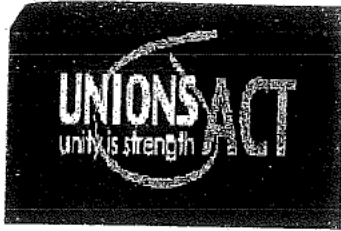
Signature:

Position: Director

Date:

28-May-04

COPY

(original to Accounts on  
28.5.04)

Unions ACT  
Trades and Labour Council of the ACT Inc  
PO Box 279  
DICKSON ACT 2602

## TAX INVOICE

Bill To:

Chief Minister's Department  
GPO BOX 158  
Canberra ACT 2601

A.B.N. 31 724 041 495

Invoice #: 00004270

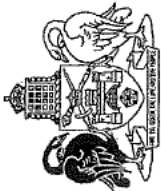
Date: 21/05/2004

Page: 1

DATE	DESCRIPTION	AMOUNT	CODE
21/05/2004	Grant for OH&S advisor, 3rd quarter (1 April-30 June 2004), with costs as follows:		
	Salary	\$13,734.00	N-T
	LSL provision	\$258.53	N-T
	Superannuation	\$1,799.15	N-T
	Worker's Compensation Insurance	\$244.50	N-T
<p><i>Method of</i></p> <p>Cheques should be made payable Trades &amp; Labour Council ACT Inc</p> <p>Electronic Transfers: Account name: Trades &amp; Labour Council ACT BSB: [REDACTED] Account number: [REDACTED]</p>			

**INVOICE PAYABLE WITHIN 30 DAYS. NO  
STATEMENT WILL BE ISSUED.**

GST:	\$0.00
Total Inc GST:	\$16,036.18
Amount Applied:	\$0.00
<b>Balance Due:</b>	<b>\$16,036.18</b>



**MONTHLY ACCRUAL FORM**



*On completion, please attach relevant supporting documentation and forward to Corporate Finance.*

**BUSINESS UNIT: Industrial Relations Policy**

Entity	Cost Centre	Account	Output	Elim	Project Code	\$	Description
1	4304	76011	9 9 9	99	9999	\$ 14,420.38	Grant for OHS Adviser
2			9 9 9				
3			9 9 9				
4			9 9 9				
5			9 9 9				
6			9 9 9				
7			9 9 9				
8			9 9 9				
9			9 9 9				
10			9 9 9				
<b>Total \$</b>						<b>14,420.38</b>	

Prepared by:

Name: **Debbie Hood**

Signature:

Phone: **x 75922**

Date:

**22-Jun-04**

Authorising Officer:

Name: **Penny Shakespeare**

Signature:

Position: **Director**

Date:

**22-Jun-04**



Please note:

\$65,000 was allocated for the OH&S Advisor Grant. This accrual is for the final amount of \$14,420.38 which we have not yet received an invoice for.

Thanks,



Debbie Flood  
Executive Assistant to Director  
Office of Industrial Relations  
Chief Ministers Department  
Phone: 620 75922  
Fax: 620 76775



**RECONCILIATION OH&S ADVISOR  
PERIOD ENDING 30 JUNE 2004**

	<b>Authorised</b>	<b>Claimed</b>	<b>Actual Cost</b>	<b>Balance</b>
Salary	48,340.00	35,812.50	28,235.00	-7,577.50
Long Service Leave	930.00	651.00	765.00	114.00
Superannuation 13.1%	6,334.00	4,691.62	3,662.00	-1,029.62
Workers Compensation	485.00	339.50	1,383.00	1,043.50
Training	2,420.00	2,420.00	2,269.00	-151.00
General Administrative Costs	6,665.00	6,665.00	7,867.00	1,202.00
<b>TOTALS</b>	<b><u>\$65,174.00</u></b>	<b><u>\$50,579.62</u></b>	<b><u>\$44,181.00</u></b>	<b><u>-\$6,398.62</u></b>

**Administrative Costs**

Desk	110.00
Desktop pc	1,828.00
Diary	14.95
Business cards	78.00
Anti virus	100.15
Laptop	1,499.00
Carry bag	34.98
Office XP for laptop	279.95
Office Manager time	2,265.00
Office consumables	700.00
IT resources	105.00
Parking	170.00
Telephone calls allowance	150.00
The Canberra Times	532.00
	<b><u>\$7,867.03</u></b>



Unions ACT  
 Trades and Labour Council of the ACT Inc  
 PO Box 279  
 DICKSON ACT 2602

## TAX INVOICE

Bill To: Chief Minister's Department  
 GPO BOX 158  
 Canberra ACT 2601

A.B.N. 31 724 041 495  
 Invoice #: 00004565  
 Date: 1/11/2004  
 Page: 1

DATE	DESCRIPTION	AMOUNT	CODE
30/06/2004	Grant to UnionsACT for an OH&S Advisor. Available grant \$65,173. Costs as per our attached reconciliation	-\$6,398.62	N-T
31/12/2004	Grant to UnionsACT for an OH&S Advisor. Account for period 1/7/04 to 31/12/04 Costs as per our attached reconciliation Note: Amended invoice	\$40,851.00	N-T
<p><b>Method of</b></p> <p>Cheques should be made payable <b>Trades &amp; Labour Council ACT Inc</b></p> <p>Electronic Transfers: <b>Account name: Trades &amp; Labour Council ACT</b>  <b>BSB: [REDACTED]</b>  <b>Account number: [REDACTED]</b></p>			
<b>INVOICE PAYABLE WITHIN 30 DAYS. NO STATEMENT WILL BE ISSUED.</b>		GST:	\$0.00
		Total Inc GST:	\$34,452.38
		Amount Applied:	\$0.00
		<b>Balance Due:</b>	<b>\$34,452.38</b>



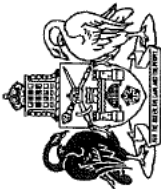
**RECONCILIATION OH&S ADVISOR  
FOR PERIOD 1 JULY 2004 TO 31 DECEMBER 2004**

	Authorised	Claimed	Actual Cost	Balance
Salary			27,236.00	
Long Service Leave			654.00	
Superannuation 13.1%			3,568.00	
Workers Compensation			1,909.00	
Training			612.00	
General Administrative Costs			6,872.00	
<b>TOTALS</b>			<b>\$40,851.00</b>	

**Administrative Costs**

Diary	14.95
Business cards X 500	363.64
BenQ Projector PB6200	3,010.00
Office Manager time	1,941.42
Office consumables	363.00
Canon 1560 printer	217.27
Parking	130.00
Mileage claims - to 29/10	494.50
Telephone calls allowance	130.00
Ibimaster 200 Binding Machine (1/2)	207.50
	<u>\$6,872.28</u>

STAPLE HERE



ACCOUNTS PAYABLE FORM



On completion, please attach this form to the front of the invoice and forward to Corporate Finance.

SUPPLIER NAME: Trades & Labour Council ACT

	\$	Entity	Cost Centre	Account	Output	Elim	Project Code	Description
1	\$ 34,452.38 ✓	11	4304	76011	9 9 9	99	9999	Grant for OHS Advisor
2					9 9 9			(1/7/04-31/12/04)
3					9 9 9			
4					9 9 9			
5					9 9 9			
6					9 9 9			
7					9 9 9			
8					9 9 9			
9					9 9 9			
10					9 9 9			

\$ 34,452.38 Total (GST exclusive)

GST payable

\$ 34,452.38 Total (GST inclusive)

Prepared by:

Name: Debbie Hood

Signature:

Phone: x 75922

Date: 15-Nov-04

Authorising Officer:

Name: Penny Shakespeare

Signature:

Position: Director

Date: 15-Nov-04

# Workwatch Training Centre

(Trades & Labour Council ACT Inc T/As Workwatch Training Centre)

PO Box 279  
DICKSON ACT 2602  
Ph: 02 6249 1099  
Fax: 02 6247 2349

## TAX INVOICE

A.B.N. Number: 31 724 041 495

A.C.N. Number: 008 503 044

Bill To:

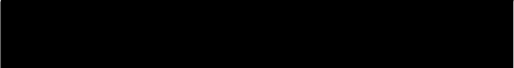
Chief Minister's Department  
GPO BOX 158  
Canberra ACT 2601

Invoice #: 00004640

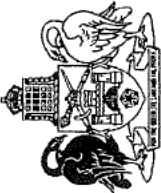
Date: 22/12/2004

Page: 1

Att: Penny Shakespeare

DATE	DESCRIPTION	AMOUNT
	<p>Grant to UnionsACT for an OH&amp;S Advisor. Account for period 1 January 2005 to 31 March 2005. Costs as per our attached reconciliation</p> <div data-bbox="236 1240 1150 1778" style="border: 1px solid black; padding: 5px;"> <p><b>Method of payment:</b></p> <p>Cheques should be made payable to: <b>Workwatch Training Centre</b></p> <p>Direct Deposit can be made to: <b>Trades &amp; Labour Council T/As Workwatch Training Centre</b></p> <p></p> <p>For Payment by Credit Card:</p> <p>Card Number: Expiry Date: Cardholder's name: Cardholder's signature:</p> </div>	<p>\$16,676.00</p>
<p><b>PAYMENT ON INVOICE REQUIRED PRIOR TO OR ON THE COMMENCEMENT DAY OF THE COURSE</b></p>	GST:	\$0.00
	Total Invoice:	\$16,676.00
	Amount Applied:	\$0.00
	Balance Due:	\$16,676.00

STAPLE HERE



**ACCOUNTS PAYABLE FORM**



On completion, please attach this form to the front of the invoice and forward to Corporate Finance.

**SUPPLIER NAME: Workwatch Training Centre**

	\$	Entity	Cost Centre	Account	Output	Elim	Project Code	Description
1	\$ 16,676.00	11	4304	76011	9 9 9	99	9999	OH&S Advisor
2					9 9 9			
3					9 9 9			
4					9 9 9			
5					9 9 9			
6					9 9 9			
7					9 9 9			
8					9 9 9			
9					9 9 9			
10					9 9 9			

\$ 16,676.00 Total (GST exclusive)

\$ - GST payable

\$ 16,676.00 Total (GST inclusive)

Prepared by:

Name: Heather Ironside Signature: \_\_\_\_\_

Authorising Officer:

Name: Penny Shakespear Signature: \_\_\_\_\_



Phone: x 75922 Date: 17-Jan-05

Position: Director Date: 17-Jan-05

**RECONCILIATION OH&S ADVISOR  
FOR PERIOD 1 JANUARY 2005 TO 31 March 2005**

	Authorised	Claimed	Actual Cost	Balance
Salary - 12 weeks x \$1,020			12,240.00	
Long Service Leave - .938 x \$27.20 x 12			306.00	
Superannuation 13.1%			1,603.00	
Workers Compensation - 3.6%			441.00	
Training - Fire Warden			56.00	
General Administrative Costs			2,030.00	
<b>TOTALS</b>			<b>\$16,676.00</b>	

**Administrative Costs**

Office Manager time	970.71
Office consumables	181.50
Parking & Mileage claims - Nov & Dec	228.48
Telephone calls allowance	65.00
IBM Notebook & projector software	118.18
Working Safely at Height - video	315.00
Printers of Dickson - Business Cards	150.91
	<b>\$2,029.78</b>

Office Manager Time = payroll 2 hrs per month  
course 3 hrs per month  
processing other 4 hrs per month  
other miscellaneous 4 hrs per month  
total of 13 hrs per mth  
13 hrs x 3 mths x \$24.89 = \$970.71



Unions ACT  
 Trades and Labour Council of the ACT Inc  
 PO Box 279  
 DICKSON ACT 2602

## TAX INVOICE

Bill To:

Chief Minister's Department  
 GPO BOX 158  
 Canberra ACT 2601 Att: Penny Shakespeare

A.B.N. 31 724 041 495

Invoice #: **00004849**

Date: 7/07/2005

Page: 1

DATE	DESCRIPTION	AMOUNT	CODE
1/07/2005	OH&S Grant for Lachlan Abrahams (1 April-30 June 2005) Please see attached reconciliation for a breakdown of these costs	\$17,763.97	N-T
	Overclaim for period 1 July 2004 - 30 June 2005, as per attached yearly reconciliation of expenses	-\$329.24	N-T
<p><b>Method of</b></p> <p>Cheques should be made payable <b>Trades &amp; Labour Council ACT Inc</b></p> <p>Electronic Transfers: <b>Account name: Trades &amp; Labour Council ACT</b>  <b>BSB: [REDACTED]</b>  <b>Account number: [REDACTED]</b></p>			
<b>INVOICE PAYABLE WITHIN 14 DAYS. NO STATEMENT WILL BE ISSUED.</b>		GST:	\$0.00
		Total Inc GST:	\$17,434.73
		Amount Applied:	\$0.00
		<b>Balance Due:</b>	<b>\$17,434.73</b>

**RECONCILIATION OH&S ADVISOR  
FOR PERIOD 1 APRIL 2005 TO 30 JUNE 2005**

	Authorised	Claimed	Actual Cost	Balance
Salary - 13 weeks x \$1,020			\$13,398.00	
Long Service Leave - .938 x \$27.20 x 13			\$331.68	
Superannuation 13.1%			\$1,755.14	
Workers Compensation - 3.6%			\$482.33	
General Administrative Costs			\$1,796.83	
<b>TOTALS</b>			<b>\$17,763.97</b>	

Overpayment for grant claims (1 July 04-30 June 05) \$329.24

**Total amount of this claim** **\$17,434.73**

**Administrative Costs**

Office Manager time	\$970.71
Office consumables	\$171.52
Parking & Mileage claims - April-June	\$207.60
Telephone calls allowance	\$65.00
Digital Camera purchase for training	\$287.00
DVD/VCR combo for training	\$95.00
	<b><u>\$1,796.83</u></b>

Office Manager Time = payroll 2 hrs per month  
course 3 hrs per month  
processing other 4 hrs per month  
other miscellaneous 4 hrs per month  
total of 13 hrs per mth  
13 hrs x 3 mths x \$24.89 = \$970.71

Office Consumables = total of UnionsACT consumables / 5 employees

NB - Salary includes 3 hours of overtime worked due to an after hours training course

**RECONCILIATION OH&S ADVISOR  
PERIOD ENDING 30 JUNE 2005**

	Authorised	Claimed	Actual Cost	Balance
Salary	\$64,453.00	\$52,874.00	\$53,541.00	\$667.00
Long Service Leave	\$1,240.00	\$1,291.68	\$1,326.70	\$35.02
Superannuation 13.1%	\$8,443.00	\$6,926.14	\$7,319.15	\$393.01
Workers Compensation	\$647.00	\$2,832.33	\$2,020.00	-\$812.33
Training	\$2,420.00	\$668.00	\$56.00	-\$612.00
General Administrative Costs	\$6,665.00	\$10,698.83	\$10,698.89	\$0.06
Overclaim (see rec for Apr-June 05)		-\$329.24		
<b>TOTALS</b>	<b><u>\$83,868.00</u></b>	<b><u>\$74,961.74</u></b>	<b><u>\$74,961.74</u></b>	<b><u>0.00</u></b>

**Administrative Costs**

Diary	\$14.95
Business cards	\$514.55
BenQ projector	\$3,010.00
Office Manager time	\$3,882.84
Office consumables	\$716.02
Parking and mileage	\$1,060.58
Telephone calls allowance	\$260.00
Notebook projector software	\$118.18
Working safely at heights video	\$315.00
Canon 1560 printer	\$217.27
Ibimaster 200 binding machine (1/2)	\$207.50
Digital camera for training	\$287.00
DVD/VCR combo for training (1/2)	\$95.00
	<u>\$10,698.89</u>



**ACCOUNTS PAYABLE FORM**

*On completion, please attach this form to the front of the invoice and forward to Corporate Finance.*

**SUPPLIER NAME:** Trades & Labour Council ACT Inc

	Entity	Cost Centre	Account	Elim	Project Code	Description
1	\$ 17,434.73	11	1121	73301	99	9999 OH&S Advisor
2						
3						
4						
5						
6						
7						
8						
9						
10						
	\$					<b>Total (GST exclusive)</b>
	\$					<b>17,434.73</b>
	\$					<b>GST payable</b>
	\$					<b>-</b>
	\$					<b>Total (GST inclusive)</b>
	\$					<b>17,434.73</b>

Prepared by:

Name: Heather Ironside

Signature:

Phone: 620 75922

Date: 9-Aug-05

Authorising Officer:

Name: Margaret Cotton

Signature:

Position: Director

Date: 9-Aug-05

**RECONCILIATION OH&S ADVISOR  
FOR PERIOD 1 July 2005 TO 30 September 2005**

	Authorised	Claimed	Actual Cost	Balance
Salary - 13 weeks x \$1,117.90			\$14,532.71	
Long Service Leave - .938 x \$29.81 x 13			\$363.48	
Superannuation 13.1%			\$1,890.93	
Workers Compensation - 3.6%			\$523.18	
General Administrative Costs			\$2,334.74	
<b>TOTALS</b>			<b>\$19,645.04</b>	

Total amount of this claim

\$19,645.04

**Administrative Costs**

Office Manager time	\$1,083.81
Office consumables	\$476.35
Parking & Mileage claims - October-D	\$271.09
Telephone calls allowance	\$65.00
OH&S Training videos	\$319.99
Printer Cartridges	\$118.50
	<u>\$2,334.74</u>

Office Manager Time = payroll 2 hrs per month  
course 3 hrs per month  
processing other 4 hrs per month  
other miscellaneous 4 hrs per month  
total of 13 hrs per mth  
13 hrs x 3 mths x \$27.79 = \$1083.81

Office Consumables = total of UnionsACT consumables / 5 employees



1123  
73301

Unions ACT  
Trades and Labour Council of the ACT Inc  
PO Box 279  
DICKSON ACT 2602

## TAX INVOICE

Bill To:

Chief Minister's Department  
GPO BOX 158  
Canberra ACT 2601 Att: Margaret Cotton

A.B.N. 31 724 041 495

Invoice #: 00005069

Date: 15/12/2005

Page: 1

DATE	DESCRIPTION	AMOUNT	CODE
	OH&S Grant to December 27 2005, as per the attached reconciliation	\$19,645.04	N-T
<p><i>Method of</i></p> <p>Cheques should be made payable Trades &amp; Labour Council ACT Inc</p> <p>Electronic Transfers: Account name: Trades &amp; Labour Council ACT</p> <p>BSB: [REDACTED]</p> <p>Account number: [REDACTED]</p>			
<b>INVOICE PAYABLE WITHIN 14 DAYS. NO STATEMENT WILL BE ISSUED.</b>		GST:	\$0.00
		Total Inc GST:	\$19,645.04
		Amount Applied:	\$0.00
		<b>Balance Due:</b>	<b>\$19,645.04</b>

**ACCOUNTS PAYABLE FORM**

*On completion, please attach this form to the front of the invoice and forward to Corporate Finance.*

**SUPPLIER NAME:** Trades and Labour Council of the ACT Inc

	Entity	Cost Centre	Account	Elim	Project Code	Description
1	\$ 19,645.04	11	1123	73301	99	OHS Grant to Dec 27 05
2						Inv No 5069
3						
4						
5						
6						
7						
8						
9						
10						
	\$ 19,645.04	Total (GST exclusive)				
		GST payable				
	\$ 19,645.04	Total (GST inclusive)				

Prepared by:

Name: Thilaga Nadesan

Signature:

Date: 18-Jan-06

Phone: 6207 5922

Date:

Authorising Officer:

Name: Margaret Cotton

Signature:

Position: A/g Director

Date:

18-Jan-06

**ACCOUNTS PAYABLE FORM**

*On completion, please attach this form to the front of the invoice and forward to Corporate Finance.*

**SUPPLIER NAME:** Trades and Labour Council of the ACT Inc

	Entity	Cost Centre	Account	Elim	Project Code	Description
1	\$ 19,645.04	11	1123	73301	99	OHS Grant to Dec 27 05
2						Invo No 5069
3						
4						
5						
6						
7						
8						
9						
10						

\$ 19,645.04 Total (GST exclusive)

GST payable

\$ 19,645.04 Total (GST inclusive)

Prepared by:

Name: Thilaga Nadesan

Signature: \_\_\_\_\_

Phone: 6207 5922

Date: 18-Jan-06

Authorising Officer:

Name: Margaret Cotton

Signature: \_\_\_\_\_

Position: A/g Director

Date: 18-Jan-06

**RECONCILIATION OH&S ADVISOR**  
**28 December - 28 March 2006**

	Authorised	Claimed	Actual Cost	Balance
Salary - 12 weeks x \$1,117.90			\$13,414.90	
Long Service Leave - .938 x \$29.81 x 12			\$335.54	
Superannuation 13.1%			\$1,757.35	
Workers Compensation - 3.6%			\$482.94	
General Administrative Costs			\$2,328.20	
<b>TOTALS</b>			<b>\$18,318.93</b>	

Total amount of this claim

**\$18,318.93**

**Administrative Costs**

Office Manager time	\$1,083.81
Office consumables	\$84.51
Parking & Mileage claims - January-M	\$164.49
Telephone calls allowance	\$65.00
New bulb for light-pro	\$780.00
Chairmat	\$66.76
Printer Cartridges	\$83.63
	<b>\$2,328.20</b>

Office Manager Time = payroll 2 hrs per month  
course 3 hrs per month  
processing other 4 hrs per month  
other miscellaneous 4 hrs per month  
total of 13 hrs per mth  
13 hrs x 3 mths x \$27.79 = \$1083.81

Office Consumables = total of UnionsACT consumables / 5 employees



Unions ACT  
 Trades and Labour Council of the ACT Inc  
 PO Box 279  
 DICKSON ACT 2602

## TAX INVOICE

Bill To:

Chief Minister's Department  
 GPO BOX 158  
 Canberra ACT 2601 Att: Penny Shakespeare

A.B.N. 31 724 041 495

Invoice #: **00005155**

Date: 17/05/2006

Page: 1

DATE	DESCRIPTION	AMOUNT	CODE
	Grant for OH&S Liasion Officer, for the period December 28 2005-29 March 2006, as per the attached reconciliation  <div data-bbox="288 1245 1198 1543" style="border: 1px solid black; padding: 5px;"> <p><i>Method of</i></p> <p>Cheques should be made payable <b>Trades &amp; Labour Council ACT Inc</b></p> <p>Electronic Transfers: <b>Account name: Trades &amp; Labour Council ACT</b>  <b>BSB:</b> [REDACTED]  <b>Account number:</b> [REDACTED]</p> </div>	\$18,318.93	N-T
<b>INVOICE PAYABLE WITHIN 14 DAYS. NO STATEMENT WILL BE ISSUED.</b>		GST:	\$0.00
		Total Inc GST:	\$18,318.93
		Amount Applied:	\$0.00
		<b>Balance Due:</b>	<b>\$18,318.93</b>



Unions ACT  
 Trades and Labour Council of the ACT Inc  
 PO Box 279  
 DICKSON ACT 2602

## TAX INVOICE

Bill To:

Chief Minister's Department  
 GPO BOX 158  
 Canberra ACT 2601 Att: Penny Shakespeare

A.B.N. 31 724 041 495

Invoice #: **00005216**

Date: 7/06/2006

Page: 1

DATE	DESCRIPTION	AMOUNT	CODE
30/06/2006	OH&S advisors Grant to June 30 2006, as per the attached reconciliation	\$22,282.03	N-T
30/06/2006	Underclaimed amount for 1 July 2005 - 30 June 2006, as per attached full year reconciliation	\$2,049.97	N-T
<p><i>Method of</i></p> <p>Cheques should be made payable <b>Trades &amp; Labour Council ACT Inc</b></p> <p>Electronic Transfers: <b>Account name: Trades &amp; Labour Council ACT</b>  <b>BSB: [REDACTED]</b>  <b>Account number: [REDACTED]</b></p>			
<b>INVOICE PAYABLE WITHIN 14 DAYS. NO STATEMENT WILL BE ISSUED.</b>		GST:	\$0.00
		Total Inc GST:	\$24,332.00
		Amount Applied:	\$0.00
		<b>Balance Due:</b>	<b>\$24,332.00</b>



**ACCOUNTS PAYABLE FORM**

*On completion, please attach this form to the front of the invoice and forward to Corporate Finance.*

**SUPPLIER NAME:** Trades and Labour Council of the ACT Inc

	\$	Entity	Cost Centre	Account	Elim	Project Code	Description
1	\$ 18,318.93	1.1	1123	73301	99	9999	Grant for OHS
2							Invo No 5155
3							Dec-28-2005 29-06
4							
5							
6							
7							
8							
9							
10							
	\$ 18,318.93	Total (GST exclusive)					
		GST payable					
	\$ 18,318.93	Total (GST inclusive)					

Prepared by:

Name: Thilaga Nadesan

Signature:

Phone: 6207 5922

Date: 25-May-06

Authorising Officer:

Name: Margaret Cotton

Signature:

Position: A/g Director

Date: 9/06/06  
25-May-06

**ACCOUNTS PAYABLE FORM**

*On completion, please attach this form to the front of the invoice and forward to Corporate Finance.*

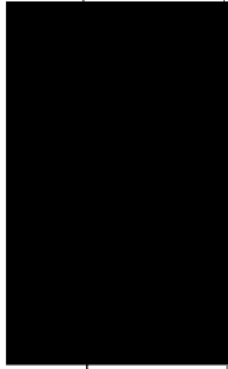
**SUPPLIER NAME:** Trades and Labour Council of the ACT Inc

	\$	Entity	Cost Centre	Account	Elim	Project Code	Description
1	\$ 24,332.00	11	1123	73301	99	9999	Grant for OHS
2							Invo No 5216
3							1/7/05-30/6/06
4							
5							
6							
7							
8							
9							
10							
	\$ 24,332.00	<b>Total (GST exclusive)</b>					
		<b>GST payable</b>					
	\$ 24,332.00	<b>Total (GST inclusive)</b>					

Prepared by:

Name: Thilaga Nadesan

Signature:



Phone: 6207 5922

Date: 13-Jun-06

Authorising Officer:

Name: Margaret Cotton

Signature:

Position: A/g Director

Date: 13-Jun-06

**RECONCILIATION OH&S ADVISOR**  
**29 March -27 June 2006**

Salary - 13 weeks x \$1,117.90  
 Long Service Leave - .938 x \$29.81 x 13  
 Superannuation 13.1%  
 Workers Compensation - 3.6%  
 General Administrative Costs

	Authorised	Claimed	Actual Cost	Balance
			\$14,532.70	
			\$363.50	
			\$1,903.78	
			\$523.18	
			\$4,958.87	
<b>TOTALS</b>			<b>\$22,282.03</b>	

**Administrative Costs**

Office Manager time	\$1,083.81
Office consumables	\$45.54
Parking & Mileage claims - March-June	\$303.19
Telephone calls allowance	\$65.00
Anti-virus software for desktop PC	\$91.88
Replacement of Training DVD's (1/2)	\$1,450.50
Text book "bullying in the workplace"	\$26.95
Course fees for Cert IV in OH&S	\$1,200.00
Airfares to Melbourne for training	\$162.00
Accommodation in Melbourne for training	\$270.00
Travel allowance for Melbourne Training	\$260.00
	<b>\$4,958.87</b>

Office Manager Time = payroll 2 hrs per month  
 course 3 hrs per month  
 processing other 4 hrs per month  
 other miscellaneous 4 hrs per month  
 total of 13 hrs per mth  
 13 hrs x 3 mths x \$27.79 = \$1083.81

Office Consumables = total of UnionsACT consumables / 6 employees

**ANNUAL RECONCILIATION OH&S LIASION OFFICER  
FOR THE PERIOD 1 JULY 2005 to 30 JUNE 2006**

	<b>Claimed</b>	<b>Actual Cost</b>	<b>Balance</b>
Salary	\$58,131.00	\$59,281.56	\$1,150.56
Long Service Leave	\$1,426.00	\$1,464.49	\$38.49
Superannuation 13.1%	\$7,442.99	\$7,712.18	\$269.19
Workers Compensation	\$2,052.48	\$2,052.48	\$0.00
Training	\$1,200.00	\$1,200.00	\$0.00
General Administrative Costs	\$12,690.48	\$13,282.21	\$591.73
	<b><u>\$82,942.95</u></b>	<b><u>\$84,992.92</u></b>	<b><u>2,049.97</u></b>

**TOTALS**

**Administrative Costs**

Office Manager Time	\$4,335.24
Office consumables	\$696.42
Telephone call allowance	\$260.00
Parking and mileage	\$1,252.60
Replacement of laptop	\$999.00
Document Shredder (1/2)	\$157.14
Business cards	\$220.00
Printer Cartridges	\$304.73
OH&S training materials	\$2,199.49
New bulb for light-pro	\$780.00
Chairmat	\$66.76
Anti-virus software for desktop computer	\$91.88
Textbook	\$26.95
Course fees for training	\$1,200.00
Airfares to Melbourne for training	\$162.00
Accommodation in Melbourne for Training	\$270.00
Travel allowance for Melbourne training	\$260.00
	<b><u><u>\$13,282.21</u></u></b>

**RECONCILIATION OH&S ADVISOR**  
**28 June -26 September 2006**

	Authorised	Claimed	Actual Cost	Balance
			\$15,542.58	
			\$405.05	
			\$2,036.07	
			\$559.53	
			\$2,826.24	
<b>TOTALS</b>			<b>\$21,369.47</b>	

Salary  
 Long Service Leave - .938 x \$33.2176 x 13  
 Superannuation 13.1%  
 Workers Compensation - 3.6%  
 General Administrative Costs

Administrative Costs

Office Manager time	\$1,207.93
Office consumables	\$192.03
Parking & Mileage claims - March-June	\$209.83
Telephone calls allowance	\$65.00
Cabcharge expenses for Melb travel	\$108.85
Printer cartridges	\$96.60
Employee Assistance Program	\$66.00
Attendance at Comcare Conference	\$880.00
	<u><u>\$2,826.24</u></u>

Office Manager Time = payroll 2 hrs per month  
 course 3 hrs per month  
 processing other 4 hrs per month  
 other miscellaneous 4 hrs per month  
 total of 13 hrs per mth  
 13 hrs x 3 mths x \$30.9726 = \$1207.93.

Office Consumables = total of UnionsACT consumables / 6 employees

**RECONCILIATION OH&S ADVISOR  
27 June -26 December 2006**

	Authorised	Claimed	Actual Cost	Balance
			\$15,674.63	
			\$405.05	
			\$2,053.37	
			\$564.29	
			\$2,132.77	
<b>TOTALS</b>			<b>\$20,830.11</b>	

Salary  
 Long Service Leave - .938 x \$33.2176 x 13  
 Superannuation 13.1%  
 Workers Compensation - 3.6%  
 General Administrative Costs

**Administrative Costs**

Office Manager time	\$1,207.93
Office consumables	\$258.45
Parking & Mileage claims - Sept - Dec	\$112.11
Telephone calls allowance	\$65.00
Printer cartridges	\$294.50
Replacement of Mouse for computer	\$59.00
Hi-vis polo shirt for off-site inspections	\$40.70
OH&S in Australia Text book	\$45.00
Half of purchase price for cordless lightpro presenter	\$36.00
2007 desk diary	\$14.08
	<b><u>\$2,132.77</u></b>

Office Manager Time = payroll 2 hrs per month  
 course 3 hrs per month  
 processing other 4 hrs per month  
 other miscellaneous 4 hrs per month  
 total of 13 hrs per mth  
 13 hrs x 3 mths x \$30.9726 = \$1207.93

Office Consumables = total of UnionsACT consumables / 6 employees



Unions ACT  
 Trades and Labour Council of the ACT Inc  
 PO Box 279  
 DICKSON ACT 2602

- spoke to Anne (6247 7844)
- she will speak to Belinda about providing a short summary of OH&S Liaison Officer activities for the period

A.B.N. 31 724 041 495

Invoice #: 00005335

Date: 13/10/2006

Page: 1

*RMC 28/10/06*

## TAX INVOICE

Bill To:

Chief Minister's Department  
 GPO BOX 158  
 Canberra ACT 2601  
 Att: Penny Shakespeare

*West Canberra*

DATE	DESCRIPTION	AMOUNT	CODE
	OH&S Liaison Officer Grant for the period 28 June - 28 September 2006, as per the attached reconciliation	\$21,369.47	N-T
<p><b>Method of</b></p> <p>Cheques should be made payable Trades &amp; Labour Council ACT Inc</p> <p>Electronic Transfers: Account name: Trades &amp; Labour Council ACT            BSB: [REDACTED]            Account number: [REDACTED]</p>			
<p><b>INVOICE PAYABLE WITHIN 14 DAYS. NO STATEMENT WILL BE ISSUED.</b></p>		GST:	\$0.00
		Total Inc GST:	\$21,369.47
		Amount Applied:	\$0.00
		<b>Balance Due:</b>	<b>\$21,369.47</b>

**ACCOUNTS PAYABLE FORM**

On completion, please attach this form to the front of the invoice and forward to Corporate Finance.

**SUPPLIER NAME:** Trades and Labour Council of the ACT Inc

	Entity	Cost Centre	Account	Elin	Project Code	Description
1	\$ 21,369.47	11 1120	73301	99	9999	Grant for OHS
2						Invo No 5335
3						28/6/06-28/9/06
4						
5						
6						
7						
8						
9						
10						
	\$ 21,369.47	Total (GST exclusive)				
		GST payable				
	\$ 21,369.47	Total (GST inclusive)				

Prepared by:

Name: Thilaga Nadesan

Authorising Officer:

Name: Liesl Centenera

Signature:

Signature:

Phone: 6207 5922

Position: Director

Date: 30-Oct-06

Date: 30-Oct-06





*The ledger, I'm not sure how long  
this has been in my inbox  
Can you draw  
to Leeds  
attention please*

Unions ACT  
Trades and Labour Council of the ACT Inc  
PO Box 279  
DICKSON ACT 2602

*Myk  
29/11*

73301

## TAX INVOICE

Bill To:

Chief Minister's Department  
GPO BOX 158  
Canberra ACT 2601  
Att: Margaret Cotton

A.B.N. 31 724 041 495

Invoice #: 00005447

Date: 8/01/2007

Page: 1

DATE	DESCRIPTION	AMOUNT	CODE
8/01/2007	Reimbursement of OH&S Liaison Officer Grant Costs, as per attached reconciliation	\$20,830.11	N-T
<p><b>Method of</b></p> <p>Cheques should be made payable <b>Trades &amp; Labour Council ACT Inc</b></p> <p>Electronic Transfers: <b>Account name: Trades &amp; Labour Council ACT</b>  <b>BSB: [REDACTED]</b>  <b>Account number: [REDACTED]</b></p>			
<b>INVOICE PAYABLE WITHIN 14 DAYS. NO STATEMENT WILL BE ISSUED.</b>		GST:	\$0.00
		Total Inc GST:	\$20,830.11
		Amount Applied:	\$0.00
		<b>Balance Due:</b>	<b>\$20,830.11</b>

**RECONCILIATION OH&S ADVISOR  
27 December 2006 - 27 March 2007**

	Authorised	Claimed	Actual Cost	Balance
			\$15,114.03	
			\$405.05	
			\$1,979.93	
			\$544.11	
			\$3,096.64	
<b>TOTALS</b>			<b>\$21,139.76</b>	

Salary  
 Long Service Leave - .938 x \$33.2176 x 13  
 Superannuation 13.1%  
 Workers Compensation - 3.6%  
 General Administrative Costs

**Administrative Costs**

Office Manager time	\$1,207.93
Office consumables	\$55.07
Parking & Mileage claims (Jan-Mar 07)	\$216.25
Telephone calls allowance	\$65.00
Risk Assessment training package	\$701.25
Uniforms	\$242.64
Laptop for training	\$550.00
chairmat	\$58.50
	<u><u><b>\$3,096.64</b></u></u>

Office Manager Time = payroll 2 hrs per month  
 course 3 hrs per month  
 processing other 4 hrs per month  
 other miscellaneous 4 hrs per month  
 total of 13 hrs per mth.  
 13 hrs x 3 mths x \$30.9726 = \$1207.93

Office Consumables = total of UnionsACT consumables / 6 employees

**ACCOUNTS PAYABLE FORM**

On completion, please attach this form to the front of the invoice and forward to Corporate Finance.

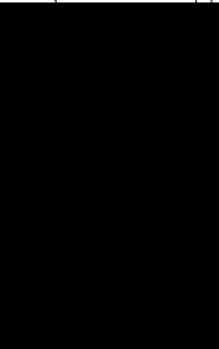
**SUPPLIER NAME:** Trades and Labour Council of the ACT Inc

	\$	Entity	Cost Centre	Account	Elim	Project Code	Description
1	\$ 20,830.11	11	1120	73301	99	9999	Grant for OHS
2							Invo No 5447
3							27/6/06-26/12/06
4							
5							
6							
7							
8							
9							
10							
	\$	<b>Total (GST exclusive)</b>					
		20,830.11					
		<b>GST payable</b>					
	\$	<b>Total (GST inclusive)</b>					
		20,830.11					

Prepared by:

Name: Thilaga Nadesan

Signature:



Phone: 6207 5922

Date: 2-Feb-07

Authorising Officer:

Name: Liesl Centenera

Signature:

Position: Director

Date: 2-Feb-07



Unions ACT  
 Trades and Labour Council of the ACT Inc  
 PO Box 279  
 DICKSON ACT 2602

## TAX INVOICE

Bill To:

Chief Minister's Department  
 GPO BOX 158  
 Canberra ACT 2601  
 Att: ~~Penny Shakespeare~~

A.B.N. 31 724 041 495

Invoice #: **00005500**

Date: 29/03/2007

Page: 1

DATE	DESCRIPTION	AMOUNT	CODE
	OH&S Advisor Grant - 27 December 2006 - 27 March 2007, as per attached reconciliation	\$21,139.76	N-T
<p><i>Method of</i></p> <p>Cheques should be made payable Trades &amp; Labour Council ACT Inc</p> <p>Electronic Transfers: Account name: Trades &amp; Labour Council ACT            BSB: [REDACTED]            Account number: [REDACTED]</p>			
<p><b>INVOICE PAYABLE WITHIN 14 DAYS. NO STATEMENT WILL BE ISSUED.</b></p>		GST:	\$0.00
		Total Inc GST:	\$21,139.76
		Amount Applied:	\$0.00
		<b>Balance Due:</b>	<b>\$21,139.76</b>

**ACCOUNTS PAYABLE FORM**

On completion, please attach this form to the front of the invoice and forward to Corporate Finance.

**SUPPLIER NAME:** Trades and Labour Council of the ACT Inc - Union ACT

	Entity	Cost Centre	Account	Elim	Project Code	Description
1	\$ 11	1120	73301	99	9999	OHS Advisor Grant
2						Inv No 5500
3						27/12/06-2/3/07
4						
5						
6						
7						
8						
9						
10						
	\$		21,139.76			Total (GST exclusive)
						GST payable
	\$		21,139.76			Total (GST-inclusive)

Prepared by:

Name: Thilaga Nadesan Signature: \_\_\_\_\_

Authorising Officer:

Name: Liesl Centenera Signature: \_\_\_\_\_

06/07  
\$63,339.34

Date: 5-Apr-07

Date: 5-Apr-07



Unions ACT  
 Trades and Labour Council of the ACT Inc  
 PO Box 279  
 DICKSON ACT 2602  
 Ph: 02 6247 7844  
 Fax: 02 6247 2349

## TAX INVOICE

Bill To:

Chief Minister's Department  
 GPO BOX 158  
 Canberra ACT 2601  
 Att: Penny Shakespeare

Attn: Liesl Contenera

A.B.N. 31 724 041 495

Invoice #: 00005857

Date: 14/01/2008

Page: 1

DATE	DESCRIPTION	AMOUNT	CODE
	OH&S Liaison Officer Grant - October to December 2007, as per attached reconciliation	\$28,162.43	N-T
<p><b>Method of</b></p> <p>Cheques should be made payable Trades &amp; Labour Council ACT Inc</p> <p>Electronic Transfers: Account name: Trades &amp; Labour Council ACT            BSB: [REDACTED]            Account number: [REDACTED]</p>			
<b>INVOICE PAYABLE WITHIN 14 DAYS. NO STATEMENT WILL BE ISSUED.</b>		GST:	\$0.00
		Total Inc GST:	\$28,162.43
		Amount Applied:	\$0.00
		<b>Balance Due:</b>	<b>\$28,162.43</b>

**RECONCILIATION OH&S ADVISOR**  
1 January to 31 March 2008

	Authorised	Claimed	Actual Cost	Balance
Salary			\$8,524.31	
Long Service Leave - .938 x \$34.5462 x 13			\$421.26	
Superannuation 13.1%			\$1,116.68	
Workers Compensation - 3.6%			\$306.88	
Staff Training			\$0.00	
General Administrative Costs			\$1,509.98	
<b>TOTALS</b>			<b>\$11,879.11</b>	

**Administrative Costs**

Office Manager time	\$1,256.25
Office consumables	\$40.11
Parking & Mileage claims (jan-mar08)	\$148.62
Telephone calls allowance	\$65.00
Postage of marketing flyers	\$0.00
Printer Cartridges	\$0.00
	<u>\$1,509.98</u>

Office Manager Time = payroll 2 hrs per month  
 course 3 hrs per month  
 processing other 4 hrs per month  
 other miscellaneous 4 hrs per month  
 total of 13 hrs per mth  
 13 hrs x 3 mths x \$32.2116 = \$1256.25

Office Consumables = total of UnionsACT consumables / 6 employees

**ACCOUNTS PAYABLE FORM**

On completion, please attach this form to the front of the invoice and forward to Corporate Finance.

**SUPPLIER NAME:** Trades and Labour Council of the ACT Inc - Union ACT

	\$	Entity	Cost Centre	Account	Elim	Project Code	Description
1	\$ 28,162.43	11	1120	73301	99	9999	OHS Advisor Grant
2							Inv No 00005857
3							Oct-Dec 2007
4							14/1/2008
5							
6							
7							
8							
9							
10							
	\$ 28,162.43	Total (GST exclusive)					
		GST payable					
	\$ 28,162.43	Total (GST inclusive)					

Prepared by:

Name: Thilaga Nadesan

Signature:

Date: 4-Feb-08

Phone: 6207 5922

Date:

Authorising Officer:

Name: Liesl Centenera

Signature:

Date: 4-Feb-08

Position: Director

Date:





Unions ACT  
 Trades and Labour Council of the ACT Inc  
 PO Box 279  
 DICKSON ACT 2602  
 Ph: 02 6247 7844  
 Fax: 02 6247 2349

## TAX INVOICE

Bill To:

Chief Minister's Department  
 GPO BOX 158  
 Canberra ACT 2601  
 Att: Liesl Centenera

A.B.N. 31 724 041 495

Invoice #: **00005940**

Date: 1/04/2008

Page: 1

DATE	DESCRIPTION	AMOUNT	CODE
	OH&S Liaison Officer Grant - January to March 2008, as per attached reconciliation	\$11,879.11	GST
<p><i>Method of</i></p> <p>Cheques should be made payable Trades &amp; Labour Council ACT Inc</p> <p>Electronic Transfers: Account name: Trades &amp; Labour Council ACT            BSB: [REDACTED]            Account number: [REDACTED]</p>			
<p><b>INVOICE PAYABLE WITHIN 14 DAYS. NO STATEMENT WILL BE ISSUED.</b></p>		GST:	\$1,187.91
		Total Inc GST:	\$13,067.02
		Amount Applied:	\$0.00
		<b>Balance Due:</b>	<b>\$13,067.02</b>

**ACCOUNTS PAYABLE FORM**

*On completion, please attach this form to the front of the invoice and forward to Corporate Finance.*

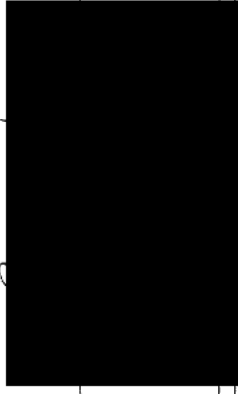
**SUPPLIER NAME:** Trades and Labour Council of the ACT Inc - Union ACT

	Entity	Cost Centre	Account	Elim	Project Code	Description	
1	\$ 11,879.11	11	1120	73301	99	9999	OHS Advisor Grant
2							Invo No 00005940
3							Jan-Mar 2008
4							
5							
6							
7							
8							
9							
10							
	\$ 11,879.11						<b>Total (GST exclusive)</b>
	\$ 1,187.91						<b>GST payable</b>
	\$ 13,067.02						<b>Total (GST inclusive)</b>

Prepared by:

Name: **Thilaga Nadesan**

Signature:



Phone: 6207 5922

Date: 6-May-08

Authorising Officer:

Name: **Liesl Centenera**

Signature:

Position: Director

Date: 6-May-08



Unions ACT  
 Trades and Labour Council of the ACT Inc  
 PO Box 279  
 DICKSON ACT 2602  
 Ph: 02 6247 7844  
 Fax: 02 6247 2349

## TAX INVOICE

Bill To:

Chief Minister's Department  
 Office of Industrial Relations  
 GPO BOX 158  
 Canberra ACT 2601  
 Att: Liesl Centenera

A.B.N. 31 724 041 495

Invoice #: 00006133

Date: 1/07/2008

Page: 1

DATE	DESCRIPTION	AMOUNT	CODE
1/07/2008	OH&S Liaison Officer Grant - March to June 2008, as per attached reconciliation	\$25,223.46	N-T
<p><b>Method of</b></p> <p>Cheques should be made payable Trades &amp; Labour Council ACT Inc</p> <p>Electronic Transfers: Account name: Trades &amp; Labour Council ACT            BSB: [REDACTED]            Account number: [REDACTED]</p>			
<p><b>INVOICE PAYABLE WITHIN 14 DAYS. NO STATEMENT WILL BE ISSUED.</b></p>		GST:	\$0.00
		Total Inc GST:	\$25,223.46
		Amount Applied:	\$0.00
		<b>Balance Due:</b>	<b>\$25,223.46</b>

**RECONCILIATION OH&S ADVISOR**  
1 April to 30 June 2008

	Authorised	Claimed	Actual Cost	Balance
Salary			\$13,473.07	
Long Service Leave - .938 x \$34,5462 x 13			\$421.26	
Superannuation 13.1%			\$1,764.97	
Workers Compensation - 3.6%			\$485.03	
Staff Training			\$0.00	
General Administrative Costs			\$9,079.12	
<b>TOTALS</b>			<b>\$25,223.46</b>	

**Administrative Costs**

Office Manager time		\$1,462.50	
Office consumables		\$7,201.33	
Parking & Mileage claims (apr-jun08)		\$350.29	
Telephone calls allowance		\$65.00	
Postage of marketing flyers		\$0.00	
Printer Cartridges		\$0.00	
		<b>\$9,079.12</b>	

Office Manager Time = payroll 2 hrs per month  
course 3 hrs per month  
processing other 4 hrs per month  
other miscellaneous 4 hrs per month  
total of 13 hrs per mth  
13 hrs x 3 mths x \$37.50 = \$1462.50

Office Consumables = total of UnionsACT consumables / 6 employees

15

ACCOUNTS PAYABLE FORM

On completion, please attach this form to the front of the invoice and forward to Corporate Finance.

SUPPLIER NAME: Trades and Labour Council of the ACT Inc - Union ACT

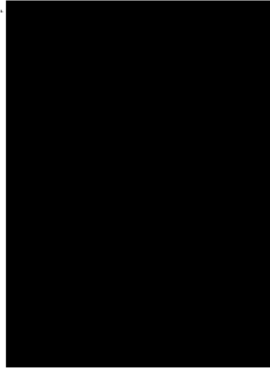
	\$	Entity	Cost Centre	Account	Elim	Project Code	Description
1	\$ 25,223.46	11	1120	73301	99	9999	OHS Advisor Grant
2							Invo No 00006133
3							Mar-Jun 2008
4							
5							
6							
7							
8							
9							
10							

\$ 25,223.46 Total (GST exclusive)

GST payable

\$ 25,223.46 Total (GST inclusive)

Prepared by:



Name: Thilaga Nadesan

Signature:

Phone: 6207 5922

Date: 4-Aug-08

Authorising Officer:

Name: Liesl Centenera

Signature:

Position: Director

Date: 4-Aug-08

**RECONCILIATION OH&S ADVISOR  
1 July to 30 September 2008**

	Authorised	Claimed	Actual Cost	Balance
Salary			\$13,473.07	
Long Service Leave - .938 x \$34,546.2 x 13			\$421.26	
Superannuation 13.1%			\$1,764.97	
Workers Compensation - 3.6%			\$485.03	
Staff Training			\$0.00	
General Administrative Costs			\$8,403.10	
<b>TOTALS</b>			<b>\$24,547.43</b>	

**Administrative Costs**

Office Manager time	\$1,462.50
Office consumables	\$5,059.83
Printing & Mileage claims (July - Sep 08)	\$1,276.24
Telephone calls allowance	\$604.53
Cost of marketing flyers	\$0.00
Printer Cartridges	\$0.00
	<b>\$8,403.10</b>

Office Manager Time = payroll 2 hrs per month  
course 3 hrs per month  
processing other 4 hrs per month  
other miscellaneous 4 hrs per month  
total of 13 hrs per month  
13 hrs x 3 months x \$37.50 = \$1462.50

Office Consumables = total of UnionsACT consumables / 6 employees



Unions ACT  
 Trades and Labour Council of the ACT Inc  
 PO Box 279  
 DICKSON ACT 2602  
 Ph: 02 6247 7844  
 Fax: 02 6247 2349

## TAX INVOICE

Bill To:

Chief Minister's Department  
 Office of Industrial Relations  
 GPO BOX 158  
 Canberra ACT 2601  
 Att: Liesl Centenera

A.B.N. 31 724 041 495

Invoice #: **00006255**

Date: 21/10/2008

Page: 1

DATE	DESCRIPTION	AMOUNT	CODE
21/10/2008	OH&S Liaison Officer Grant - July to September 2008, as per attached reconciliation	\$24,547.43	N-T
<p><b>Method of</b></p> <p>Cheques should be made payable <b>Trades &amp; Labour Council ACT Inc</b></p> <p>Electronic Transfers: <b>Account name: Trades &amp; Labour Council ACT</b>  <b>BSB: [REDACTED]</b>  <b>Account number: [REDACTED]</b></p>			
<p><b>INVOICE PAYABLE WITHIN 14 DAYS. NO STATEMENT WILL BE ISSUED.</b></p>		GST:	\$0.00
		Total Inc GST:	\$24,547.43
		Amount Applied:	\$0.00
		<b>Balance Due:</b>	<b>\$24,547.43</b>



ACT Public Service

# ACCOUNTS PAYABLE INVOICE COVER SHEET

Staple supporting documents here

Printed copies of this text are not controlled. Always check the SSC portal <http://sharedservices/> to ensure this information is current.

**Shared Services Finance Team (please tick)**

- Green Team (DDHCS/Housing/ACTPLA)     
  Orange Team (TAMS/ACTION)     
  Red Team (Health/LDA)  
 Pink Team (JACS/CMD+Exec/DT)     
  Blue Team (DET/CIT/SSC/LA)

<p><b>Supplier Name:</b> Union ACT Trades and Labour Council of the ACT Inc</p> <p><b>Special Requests/ Reference Number:</b> Invo # 00006255</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><b>Collect Cheque*</b></td> <td style="width: 15%;"><input type="radio"/> Yes</td> <td style="width: 15%;"><input type="radio"/> No</td> </tr> <tr> <td><b>Staff Reimbursement:</b> <small>EFT only - bank account details must be provided below.</small></td> <td><input type="radio"/> Yes</td> <td><input type="radio"/> No</td> </tr> <tr> <td><b>RCTI</b> (Recipient Created Tax Invoice)</td> <td><input type="radio"/> Yes</td> <td><input type="radio"/> No</td> </tr> <tr> <td><b>GST Registered</b></td> <td><input type="radio"/> Yes</td> <td><input type="radio"/> No</td> </tr> <tr> <td><b>Withholding Tax</b></td> <td><input type="radio"/> Yes</td> <td><input type="radio"/> No</td> </tr> </table> <p><small>* Please note all collect cheques are to be collected from Shared Services Centre, Eclipse House, Civic.</small></p>	<b>Collect Cheque*</b>	<input type="radio"/> Yes	<input type="radio"/> No	<b>Staff Reimbursement:</b> <small>EFT only - bank account details must be provided below.</small>	<input type="radio"/> Yes	<input type="radio"/> No	<b>RCTI</b> (Recipient Created Tax Invoice)	<input type="radio"/> Yes	<input type="radio"/> No	<b>GST Registered</b>	<input type="radio"/> Yes	<input type="radio"/> No	<b>Withholding Tax</b>	<input type="radio"/> Yes	<input type="radio"/> No
<b>Collect Cheque*</b>	<input type="radio"/> Yes	<input type="radio"/> No														
<b>Staff Reimbursement:</b> <small>EFT only - bank account details must be provided below.</small>	<input type="radio"/> Yes	<input type="radio"/> No														
<b>RCTI</b> (Recipient Created Tax Invoice)	<input type="radio"/> Yes	<input type="radio"/> No														
<b>GST Registered</b>	<input type="radio"/> Yes	<input type="radio"/> No														
<b>Withholding Tax</b>	<input type="radio"/> Yes	<input type="radio"/> No														

<p><b>Staff Reimbursement:</b> <small>Staff requesting reimbursement must complete this section</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Bank Account Name:</td><td></td></tr> <tr><td>BSB:</td><td></td></tr> <tr><td>Account Number:</td><td></td></tr> <tr><td>Staff Address:</td><td></td></tr> </table>	Bank Account Name:		BSB:		Account Number:		Staff Address:		<p><b>Purchase Order Related Invoices:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Purchase Order Number:</td><td></td></tr> <tr><td>Receipt Number:</td><td></td></tr> <tr><td>Project/Task Number:</td><td></td></tr> </table>	Purchase Order Number:		Receipt Number:		Project/Task Number:	
Bank Account Name:															
BSB:															
Account Number:															
Staff Address:															
Purchase Order Number:															
Receipt Number:															
Project/Task Number:															

**Invoice Detail:** (All fields are mandatory) Please attach **ORIGINAL** invoices - copies are not accepted.  
 Applicable GST Codes: 10% AP (10%); Free AP (F); Input Tax AP (IT); Exempt (Ex); Capital 10% (Cap10%); Free CAP (CapF); Input CAP (ITCap); Outside AP (OS); No ABN Withhold (NABN)

Entity	Cost Centre	Account Code	Int. Trad.	Project	Agency Use	GST Tax Type	Amount \$ (inc. GST)	Description
200	20120	740102	99	99999	9999		\$24,547.43	Grants to Non Government Organisation OH&S Liaison Officer Grant . July-Sept 2008
<b>Total \$ GST</b>							<b>Total Amount \$ (incl. GST)</b>	
							\$24,547.43	

**Remittance Advice Description:**

**Prepared by:**  
 Name: Thilaga Nadesan ..... Phone: 62075922 .....  
 Signature: ..... Date: 29/10/08 .....

**Authorising Officer (financial delegate):**  
 Name: Liesl Centenera ..... Position: OIR Director .....  
 Signature: ..... Date: 29/10/08 .....



RECONCILIATION OH&S ADVISOR  
1/1/09-3/13/09

	Authorised	Claimed	Actual Cost	Balance
Salary			\$14,829.88	
Long Service Leave - .938 x \$38,025.3 x 13			\$463.68	
Superannuation 13.1%			\$1,942.71	
Workers Compensation - 3.6%			\$533.88	
Staff Training			\$0.00	
General Administrative Costs			\$3,493.82	
<b>TOTALS</b>			<b>\$21,263.97</b>	

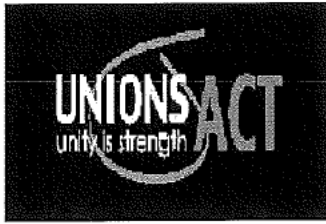
Administrative Costs

Office Manager time	\$1,462.50
Office consumables	\$1,820.04
Parking & Mileage claims (Jan 09-Mar 09)	\$146.28
Telephone calls allowance	\$65.00
Postage of marketing flyers	\$0.00
Printer Cartridges	\$0.00
	<u><u>\$3,493.82</u></u>

Office Manager Time = payroll 2 hrs per month

course 3 hrs per month  
 processing other 4 hrs per month  
 other miscellaneous 4 hrs per month  
 total of 13 hrs per month  
 13 hrs x 3 mths x \$37.50 = \$1462.50

Office Consumables = total of UnionsACT consumables / 7 employees



Unions ACT  
 Trades and Labour Council of the ACT Inc  
 PO Box 279  
 DICKSON ACT 2602  
 Ph: 02 6247 7844  
 Fax: 02 6247 2349

## TAX INVOICE

Bill To:

Chief Minister's Department  
 GPO BOX 158  
 Canberra ACT 2601

A.B.N. 31 724 041 495

Invoice #: **00006636**

Date: 17/07/2009

Page: 1

DATE	DESCRIPTION	AMOUNT	CODE
17/07/2009	OH&S Liaison Officer Grant - Apr09 to Jun09, as per attached reconciliation	\$21,907.30	N-T
<p><b>Method of</b></p> <p>Cheques should be made payable Trades &amp; Labour Council ACT Inc</p> <p>Electronic Transfers: <b>Account name: Trades &amp; Labour Council ACT</b></p> <p><b>BSB:</b> [REDACTED]</p> <p><b>Account number:</b> [REDACTED]</p>			
<b>INVOICE PAYABLE WITHIN 14 DAYS. NO STATEMENT WILL BE ISSUED.</b>		GST:	\$0.00
		Total Inc GST:	\$21,907.30
		Amount Applied:	\$0.00
		<b>Balance Due:</b>	<b>\$21,907.30</b>

RECONCILIATION OH&S ADVISOR  
17/09-30/9/09

	Authorised	Claimed	Actual Cost	Balance
			\$15,423.07	
			\$482.23	
			\$2,020.42	
			\$555.23	
			\$0.00	
			\$3,576.47	
<b>TOTALS</b>			<b>\$22,057.42</b>	

Salary  
 Long Service Leave - .938 x \$39,5463 x 13  
 Superannuation 13.1%  
 Workers Compensation - 3.6%  
 Staff Training  
 General Administrative Costs

Administrative Costs

Office Manager time  
 Office consumables  
 Parking & Mileage claims (July09-Sep09)  
 Telephone calls allowance  
 Postage of marketing flyers  
 Printer Cartridges

\$1,462.50  
 \$1,590.81  
 \$458.16  
 \$65.00  
 \$0.00  
 \$0.00  
\$3,576.47

Office Manager Time = payroll 2 hrs per month

course 3 hrs per month  
 processing other 4 hrs per month  
 other miscellaneous 4 hrs per month  
 total of 13 hrs per mth  
 13 hrs x 3 mths x \$37.50 = \$1462.50

Office Consumables = total of UnionsACT consumables / 7 employees

RECONCILIATION OH&S ADVISOR  
1/10/09-31/12/09

	Authorisec Claimed	Actual Cost	Balance
Salary		\$16,253.53	
Long Service Leave - .938 x \$39,5463 x 13		\$482.23	
Superannuation 13.1%		\$2,129.21	
Workers Compensation - 3.6%		\$585.13	
Staff Training		\$0.00	
General Administrative Costs		\$4,208.84	
<b>TOTALS</b>		<b>\$23,658.93</b>	

Administrative Costs

Office Manager time	\$1,462.50
Office consumables	\$2,273.57
Parking & Mileage claims (July09-Sep09)	\$407.77
Telephone calls allowance	\$65.00
Postage of marketing flyers	\$0.00
Printer Cartridges	\$0.00
	<u>\$4,208.84</u>

Office Manager Time = payroll 2 hrs per month

course 3 hrs per month  
 processing other 4 hrs per month  
 other miscellaneous 4 hrs per month  
 total of 13 hrs per mth  
 13 hrs x 3 mths x \$37.50 = \$1462.50

Office Consumables = total of UnionsACT consumables / 7 employees



Unions ACT  
 Trades and Labour Council of the ACT Inc  
 PO Box 279  
 DICKSON ACT 2602  
 Ph: 02 6247 7844  
 Fax: 02 6247 2349

## TAX INVOICE

Bill To:

Chief Minister's Department  
 GPO BOX 158  
 Canberra ACT 2601

A.B.N. 31 724 041 495

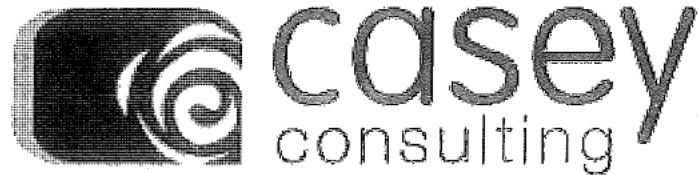
Invoice #: **00007462**

Date: 16/12/2010

Page: 1

DATE	DESCRIPTION	AMOUNT	CODE
	OH&S Liaison Officer Grant : Oct - Dec 10 as per attached report	\$22,963.11	N-T
<p><b><u>Method of PAYMENT</u></b></p> <p>Cheques should be made payable Trades &amp; Labour Council ACT Inc</p> <p>Electronic Transfers: Account name: Trades &amp; Labour Council ACT            BSB: [REDACTED]            Account number [REDACTED]</p> <p>Remittance Advice: <a href="mailto:accounts@unionsact.org.au">accounts@unionsact.org.au</a></p>			
<p><b>INVOICE PAYABLE WITHIN 14 DAYS. NO STATEMENT WILL BE ISSUED.</b></p>		GST:	\$0.00
		Total Inc GST:	\$22,963.11
		Amount Applied:	\$0.00
		<b>Balance Due:</b>	<b>\$22,963.11</b>

20/20



ABN: 53 143 036 640

PO Box 748

GUNGAHLIN ACT 2912

Ph: (02) 6262 2287

Mobile: 0418 481 500

Email: [casey.consulting@bigpond.com](mailto:casey.consulting@bigpond.com)**TAX INVOICE: 111204**

8 December 2011

Ms Fiona Barbaro  
 Director, Office of Industrial Relations  
 Workforce Capability and Governance Division  
 ACT Chief Minister and Cabinet Directorate  
 GPO Box 158  
 CANBERRA ACT 2601

**Provision of Advisory Services by Robert Knapp to the ACT Chief Minister and Cabinet Directorate**

Item	Description	Amount
1	<b>Review of UnionsACT OHS Liaison Officer Position</b> <ul style="list-style-type: none"> <li>• Review the Effectiveness of the Service Provided by UnionsACT for the Work Safety Liaison and Education Program in the Occupational Health and Safety Space</li> <li>• Provide a Final Report with Recommendations prior to the end of 2011</li> <li>• Fees payable for 2 days</li> </ul>	\$2,181.82
	Total	\$2,181.82
	GST	\$218.18
	<b>TOTAL (inclusive of GST):</b>	<b>\$2,400.00</b>

**Account Payment Details:**

Account Name: Casey Consulting Pty Ltd

BSB:

Account Number:

Bank:

Commonwealth

COPY



ACT Public Service

# ACCOUNTS PAYABLE INVOICE COVER SHEET

Printed copies of this text are not controlled. Always check the SSC portal <http://sharedservices/> to ensure this information is current.

**Shared Services Finance Team (please tick)**

- Green Team (DDHCS/Housing/ACTPLA)   
  Orange Team (TAMS/ACTION/DECCEW)   
  Red Team (Health/LDA/DLAP)  
 Pink Team (JACS/CMD+Exec/DT)   
  Blue Team (DET/CIT/SSC/LA)

<p><b>Supplier Name:</b> Casey Consulting Pty Ltd</p> <p><b>Special Requests/ Reference Number:</b> Invo ## 111204 8 December 2011</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;"><b>Collect Cheque*</b></td> <td style="width:15%;"><input type="radio"/> Yes</td> <td style="width:15%;"><input type="radio"/> No</td> </tr> <tr> <td><b>Staff Reimbursement:</b> EFT only - bank account details must be provided below.</td> <td><input type="radio"/> Yes</td> <td><input type="radio"/> No</td> </tr> <tr> <td><b>RCTI</b> (Recipient Created Tax Invoice)</td> <td><input type="radio"/> Yes</td> <td><input type="radio"/> No</td> </tr> <tr> <td><b>GST Registered</b></td> <td><input type="radio"/> Yes</td> <td><input type="radio"/> No</td> </tr> <tr> <td><b>Withholding Tax</b></td> <td><input type="radio"/> Yes</td> <td><input type="radio"/> No</td> </tr> </table> <p><small>* Please note all collect cheques are to be collected from Shared Services Centre, Eclipse House, Civic.</small></p>	<b>Collect Cheque*</b>	<input type="radio"/> Yes	<input type="radio"/> No	<b>Staff Reimbursement:</b> EFT only - bank account details must be provided below.	<input type="radio"/> Yes	<input type="radio"/> No	<b>RCTI</b> (Recipient Created Tax Invoice)	<input type="radio"/> Yes	<input type="radio"/> No	<b>GST Registered</b>	<input type="radio"/> Yes	<input type="radio"/> No	<b>Withholding Tax</b>	<input type="radio"/> Yes	<input type="radio"/> No
<b>Collect Cheque*</b>	<input type="radio"/> Yes	<input type="radio"/> No														
<b>Staff Reimbursement:</b> EFT only - bank account details must be provided below.	<input type="radio"/> Yes	<input type="radio"/> No														
<b>RCTI</b> (Recipient Created Tax Invoice)	<input type="radio"/> Yes	<input type="radio"/> No														
<b>GST Registered</b>	<input type="radio"/> Yes	<input type="radio"/> No														
<b>Withholding Tax</b>	<input type="radio"/> Yes	<input type="radio"/> No														

k Account Details for EFT Payments	Purchase Order Related Invoices:
Bank Account Name:	Purchase Order Number:
BSB:	Receipt Number:
Account Number:	Project/Task Number:
Postal Address:	

**Invoice Detail:** (All fields are mandatory) Please attach **ORIGINAL** invoices - copies are not accepted.  
 Applicable GST Codes: 10% AP (10%); Free AP (F); Input Tax AP (IT); Exempt (Ex); Capital 10% (Cap 10%); Free CAP (CapF); Input CAP (ITCap); Outside AP (OS); No ABN Withhold (NABN)

Entity	Cost Centre	Account Code	Int. Trad.	Project	Agency Use	GST Tax Type	Amount \$ (ex. GST)	Amount \$ (inc. GST)	Description
200	20120	712100	99	99999		10% AP	\$2,181.82	\$2,400.00	Review of Unions ACT OHS Liaison Officer Pos
									Provision of Advisory Services by Robert
									Knapp to the ACT CMCD
<b>Total \$ GST</b>									<b>Total Amount \$ (incl. GST)</b>
\$218.18									\$2,400.00

**Remittance Advice Description:**

---

**Prepared by:**

Name: Thilaga Nadesan Phone: 75922

Signature: \_\_\_\_\_ Date: 12/12/11

**Authorising Officer (financial delegate):**

Name: Fiona Barbaro Position: A/g OIR Director

Signature: \_\_\_\_\_ Date: 13 | 12 | 11



Unions ACT  
 Trades and Labour Council of the ACT Inc  
 PO Box 279  
 DICKSON ACT 2602  
 Ph: 02 6247 7844  
 Fax: 02 6247 2349

## TAX INVOICE

Bill To:

Chief Minister and Cabinet Directorate  
 GPO BOX 158  
 Canberra ACT 2601

A.B.N. 31 724 041 495

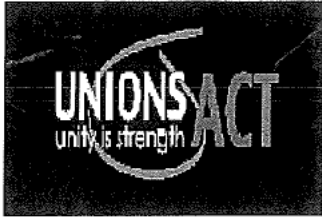
Invoice #: **00008175**

Date: 13/04/2012

Page: 1

DATE	DESCRIPTION	AMOUNT	CODE
	OH&S Liaison Officer Grant : January - March 2012 as per attached report	\$28,707.52	N-T
<p><b>Method of PAYMENT</b></p> <p>Cheques should be made payable <b>Trades &amp; Labour Council ACT Inc</b></p> <p>Electronic Transfers: <b>Account name: Trades &amp; Labour Council ACT</b>  <b>BSB: [REDACTED]</b>  <b>Account number: [REDACTED]</b></p> <p><b>Remittance Advice: accounts@unionsact.org.au</b></p>			
<b>INVOICE PAYABLE WITHIN 14 DAYS. NO STATEMENT WILL BE ISSUED.</b>		GST:	\$0.00
		Total Inc GST:	\$28,707.52
		Amount Applied:	\$0.00
		<b>Balance Due:</b>	<b>\$28,707.52</b>





Unions ACT  
 Trades and Labour Council of the ACT Inc  
 PO Box 279  
 DICKSON ACT 2602  
 Ph: 02 6247 7844  
 Fax: 02 6247 2349

## TAX INVOICE

Bill To:

Chief Minister and Cabinet Directorate  
 GPO BOX 158  
 Canberra ACT 2601

A.B.N. 31 724 041 495

Invoice #: **00008444**

Date: 28/09/2012

Page: 1

DATE	DESCRIPTION	AMOUNT	CODE
	OH&S Liaison Officer Grant : July - Sept 2012.(expense report attached)	\$28,750.00	N-T
<p><b>Method of PAYMENT</b></p> <p>Cheques should be made payable Trades &amp; Labour Council ACT Inc</p> <p>Electronic Transfers: Account name: Trades &amp; Labour Council ACT            BSB: [REDACTED]            Account number: [REDACTED]</p> <p>Remittance Advice: <a href="mailto:accounts@unionsact.org.au">accounts@unionsact.org.au</a></p>			
<b>INVOICE PAYABLE WITHIN 14 DAYS. NO STATEMENT WILL BE ISSUED.</b>		GST:	\$0.00
		Total Inc GST:	\$28,750.00
		Amount Applied:	\$0.00
		<b>Balance Due:</b>	<b>\$28,750.00</b>

**RECONCILIATION OH&S ADVISOR**  
1/7/12 - 30/9/12

	<i>Based on ASO6</i>	<b>Actual Cost</b>
Salary		
Long Service Leave - .938 x \$47.15 x 13		\$21,615.00
Superannuation 13.1%		\$574.95
Workers Compensation - 3.6%		\$2,831.57
Staff Training		\$778.14
General Administrative Costs		\$250.00
		\$5,562.00

<b>TOTAL (Real Cost)</b>		<b>\$31,612</b>
Less In Kind Contribution UnionsACT		-2,862.00
<b>TOTAL Claimed</b>		<b>\$28,750</b>

**Administrative Costs**

Office Manager time		\$1,917.00
Office consumables		\$1,500.00
Parking & Mileage claims		\$600.00
Telephone calls allowance		\$145.00
Production & Postage of marketing flyers		\$600.00
Printing		\$500.00
Advertising		\$300.00
		<u>\$5,562.00</u>

**Office Manager Time**

payroll 2 hrs per month  
 course 3 hrs per month  
 processing other 5 hrs per month  
 other miscellaneous 5 hrs per month  
 total of 15 hrs per mth  
 15 hrs x 3 mths x \$42.60 = \$1917.00

Unions ACT  
 Trades and Labour Council of the ACT Inc  
 PO Box 279  
 DICKSON ACT 2602  
 Ph: 02 6247 7844  
 Fax: 02 6247 2349

## TAX INVOICE

Bill To:

Chief Minister and Cabinet Directorate  
 GPO BOX 158  
 Canberra ACT 2601

A.B.N. 31 724 041 495

Invoice #: **00008618**

Date: 15/03/2013

Page: 1

DATE	DESCRIPTION	AMOUNT	CODE
	<p>OH&amp;S Liaison Officer Grant : January - March 2013.(expense report attached)</p> <div data-bbox="304 1189 1182 1541" style="border: 1px solid black; padding: 5px;"> <p><b><u>Method of PAYMENT</u></b></p> <p>Cheques should be made payable <b>Trades &amp; Labour Council ACT Inc</b></p> <p>Electronic Transfers: <b>Account name: Trades &amp; Labour Council ACT</b>  <b>BSB: [REDACTED]</b>  <b>Account number: [REDACTED]</b></p> <p><b>Remittance Advice: <a href="mailto:accounts@unionsact.org.au">accounts@unionsact.org.au</a></b></p> </div>	\$28,750.00	N-T
<b>INVOICE PAYABLE WITHIN 14 DAYS. NO STATEMENT WILL BE ISSUED.</b>		GST:	\$0.00
		Total Inc GST:	\$28,750.00
		Amount Applied:	\$0.00
		<b>Balance Due:</b>	<b>\$28,750.00</b>



Unions ACT  
 Trades and Labour Council of the ACT Inc  
 PO Box 279  
 DICKSON ACT 2602  
 Ph: 02 6247 7844  
 Fax: 02 6247 2349

## TAX INVOICE

Bill To:

Chief Minister and Cabinet Directorate  
 GPO BOX 158  
 Canberra ACT 2601

A.B.N. 31 724 041 495

Invoice #: 00008721

Date: 14/06/2013

Page: 1

20120

DATE	DESCRIPTION	AMOUNT	CODE
	OH&S Liaison Officer Grant : April - June 2013.(expense report attached)	\$28,750.00	N-T
<p><b>Method of PAYMENT:</b></p> <p>Cheques should be made payable Trades &amp; Labour Council ACT Inc</p> <p>Electronic Transfers: Account name: Trades &amp; Labour Council ACT            BSB: [REDACTED]            Account number: [REDACTED]</p> <p>Remittance Advice: <a href="mailto:accounts@unionsact.org.au">accounts@unionsact.org.au</a></p>			
<b>INVOICE PAYABLE WITHIN 14 DAYS. NO STATEMENT WILL BE ISSUED.</b>		GST:	\$0.00
		Total Inc GST:	\$28,750.00
		Amount Applied:	\$0.00
		<b>Balance Due:</b>	<b>\$28,750.00</b>

RECONCILIATION OH&S ADVISOR  
1/03/13 - 30/06/13

<i>Based on AS06</i>	Actual Cost
	\$21,615.00
	\$574.95
	\$2,831.57
	\$778.14
	\$250.00
	\$5,562.00
<b>TOTAL (Real Cost)</b>	<b>\$31,612</b>
<b>Less In Kind Contribution UnionsACT</b>	<b>-2,862.00</b>
<b>TOTAL Claimed</b>	<b>\$28,750</b>

Salary  
Long Service Leave - .938 x \$47.15 x 13  
Superannuation 13.1%  
Workers Compensation - 3.6%  
Staff Training  
General Administrative Costs

Administrative Costs

Office Manager time  
Office consumables  
Parking & Mileage claims  
Telephone calls allowance  
Production & Postage of marketing flyers  
Printing  
Advertising

\$1,917.00  
\$1,500.00  
\$600.00  
\$145.00  
\$600.00  
\$500.00  
\$300.00  
\$5,562.00

Office Manager Time

payroll 2 hrs per month  
course 3 hrs per month  
processing other 5 hrs per month  
other miscellaneous 5 hrs per month  
total of 15 hrs per mth  
15 hrs x 3 mths x \$42.60 = \$1917.00



ACT Public Service

# ACCOUNTS PAYABLE INVOICE COVER SHEET

Printed copies of this text are not controlled. Always check the Shared Services customer portal <http://sharedservices/> to ensure this information is current.

<b>Directorate</b> <small>(please select from the drop down menu)</small>	<b>CHIEF MINISTER &amp; TREASURY Directorate</b>
--	--

<b>Payee:</b> Union ACT - Trades and Labour Council of the ACT Inc  Special Requests/ Reference Number: Invoice ## 00008721 - 14/6/2013	<table border="1" style="width:100%"> <tr> <td>Collect Cheque*</td> <td><input type="radio"/> Yes</td> <td><input type="radio"/> No</td> </tr> <tr> <td>Staff Reimbursement: <small>EFT only - bank account details must be provided below.</small></td> <td><input type="radio"/> Yes</td> <td><input type="radio"/> No</td> </tr> <tr> <td>RCTI (Recipient Created Tax Invoice)</td> <td><input type="radio"/> Yes</td> <td><input type="radio"/> No</td> </tr> <tr> <td>GST Registered</td> <td><input type="radio"/> Yes</td> <td><input type="radio"/> No</td> </tr> <tr> <td>Withholding Tax</td> <td><input type="radio"/> Yes</td> <td><input type="radio"/> No</td> </tr> </table> <p><small>* Please note all collect cheques are to be collected from Shared Services, Eclipse House, Civic.</small></p>	Collect Cheque*	<input type="radio"/> Yes	<input type="radio"/> No	Staff Reimbursement: <small>EFT only - bank account details must be provided below.</small>	<input type="radio"/> Yes	<input type="radio"/> No	RCTI (Recipient Created Tax Invoice)	<input type="radio"/> Yes	<input type="radio"/> No	GST Registered	<input type="radio"/> Yes	<input type="radio"/> No	Withholding Tax	<input type="radio"/> Yes	<input type="radio"/> No
Collect Cheque*	<input type="radio"/> Yes	<input type="radio"/> No														
Staff Reimbursement: <small>EFT only - bank account details must be provided below.</small>	<input type="radio"/> Yes	<input type="radio"/> No														
RCTI (Recipient Created Tax Invoice)	<input type="radio"/> Yes	<input type="radio"/> No														
GST Registered	<input type="radio"/> Yes	<input type="radio"/> No														
Withholding Tax	<input type="radio"/> Yes	<input type="radio"/> No														

<b>Payee Bank Account Details for EFT Payments</b>	<b>Purchase Order Related Invoices:</b>
Bank Account Name: Trades and Labour Council of the A	Purchase Order Number:
BSB Number: [REDACTED]	Receipt Number:
Account Number: [REDACTED]	Project/Task Number:
Payee Postal Address: PO Box 279 DICKSON ACT 2602	Contact Name for Purchase Orders:

**Invoice Detail:** (All fields are mandatory) Please attach **ORIGINAL** invoices - copies are not accepted.  
 Applicable GST Codes: 10% AP (10%); Free AP (F); Input Tax AP (IT); Exempt (Ex); Capital 10% (Cap10%); Free CAP (CapF); Input CAP (ITCap); Outside AP (OS); No ABN Withhold (NABN)

Entity	Cost Centre	Account Code	Int. Trad.	Project	Agency Use	GST Tax Type	Total \$ (excl. GST)	GST Amount \$	Total \$ (incl. GST)	Description
200	20120	740102	99	99999	9999	Free AP	\$28,750.00		\$28,750.00	OH&S Liaison Officer Grant
									\$0.00	April - June 2013
									\$0.00	(Kim Sattler)
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
<b>Total \$ GST</b>									<b>Total Amount \$ (incl. GST)</b>	
							\$0.00		\$28,750.00	

**Remittance Advice Description:**

---

By signing this form the signatories warrant the Directorate has received the above mentioned goods and/or services (excluding prepayments and deposits).

**Prepared by:**

Name: Thilaga Nadesan Phone: 75922  
 Signature: [REDACTED] Date: 17/6/13

**Authorising Officer (financial delegate):**

Name: Heidi Robinson Position: Director  
 Signature: [REDACTED] Date: 17/6/13

Unions ACT  
 Trades and Labour Council of the ACT Inc  
 PO Box 279  
 DICKSON ACT 2602  
 Ph: 02 6247 7844  
 Fax: 02 6247 2349

## TAX INVOICE

Bill To:

Chief Minister and Cabinet Directorate  
 GPO BOX 158  
 Canberra ACT 2601

A.B.N. 31 724 041 495

Invoice #: **00008839**

Date: 16/09/2013

Page: 1

DATE	DESCRIPTION	AMOUNT	CODE
	OH&S Liaison Officer Grant : July - Aug 2013.(expense report attached)	\$29,500.00	N-T
<p><b>Method of PAYMENT</b></p> <p>Cheques should be made payable Trades &amp; Labour Council ACT Inc</p> <p>Electronic Transfers: <b>Account name: Trades &amp; Labour Council ACT</b>  <b>BSB:</b> [REDACTED]  <b>Account number:</b> [REDACTED]</p> <p><b>Remittance Advice: <a href="mailto:accounts@unionsact.org.au">accounts@unionsact.org.au</a></b></p>			
<b>INVOICE PAYABLE WITHIN 14 DAYS. NO STATEMENT WILL BE ISSUED.</b>		GST:	\$0.00
		Total Inc GST:	\$29,500.00
		Amount Applied:	\$0.00
		<b>Balance Due:</b>	<b>\$29,500.00</b>

**RECONCILIATION OH&S ADVISOR**  
1/01/13 - 31/03/13

<i>Based on AS06</i>	<b>Actual Cost</b>
Salary	\$21,615.00
Long Service Leave - .938 x \$47.15 x 13	\$574.95
Superannuation 13.1%	\$2,831.57
Workers Compensation - 3.6%	\$778.14
Staff Training	\$250.00
General Administrative Costs	\$5,562.00

<b>TOTAL (Real Cost)</b>	<b>\$31,612</b>
Less In Kind Contribution UnionsACT	-2,862.00
<b>TOTAL Claimed</b>	<b>\$28,750</b>

**Administrative Costs**

Office Manager time	\$1,917.00
Office consumables	\$1,500.00
Parking & Mileage claims	\$600.00
Telephone calls allowance	\$145.00
Production & Postage of marketing flyers	\$600.00
Printing	\$500.00
Advertising	\$300.00
	<b>\$5,562.00</b>

**Office Manager Time**

payroll 2 hrs per month  
course 3 hrs per month  
processing other 5 hrs per month  
other miscellaneous 5 hrs per month  
total of 15 hrs per mth  
15 hrs x 3 mths x \$42.60 = \$1917.00



COPY - sent to SS 1/10/13



ACT Public Service

Accounts Payable Invoice Cover Sheet

Printed copies of this text are not controlled. Always check the Shared Services customer portal <http://sharedservices/> to ensure this information is current.

<b>Directorate:</b> <small>(please select from the drop down menu)</small>	CHIEF MINISTER & TREASURY Directorate		
<b>Payee:</b>	Union ACT Trades and Labour Council of the ACT Inc		
<b>Special Requests/ Reference Number:</b>	00008839		
<b>Collect Cheque*:</b>	<input type="radio"/> Yes <input type="radio"/> No	<b>Staff Reimbursement:</b> <small>EFT only - bank account details must be provided below.</small>	<input type="radio"/> Yes <input type="radio"/> No
<b>RCTI:</b> <small>(Recipient Created Tax Invoice)</small>	<input type="radio"/> Yes <input type="radio"/> No	<b>GST Registered:</b>	<input type="radio"/> Yes <input type="radio"/> No
<b>Withholding Tax:</b>	<input type="radio"/> Yes <input type="radio"/> No		

\* Please note all collect cheques are to be collected from Shared Services, Eclipse House, Civic.

Payee Bank Account Details for EFT Payments:

<b>Bank Account Name:</b>	Trades & Labour Council ACT
<b>BSB Number:</b>	[REDACTED]
<b>Account Number:</b>	[REDACTED]
<b>Payee Postal Address:</b>	

Purchase Order Related Invoices:

<b>Purchase Order Number:</b>	
<b>Receipt Number:</b>	
<b>Project/Task Number:</b>	
<b>Contact Name for Purchase Orders:</b>	

**Invoice Detail:** (All fields are mandatory) Please attach ORIGINAL invoices - copies are not accepted.  
 Applicable GST Codes: 10% AP (10%); Free AP (F); Input Tax AP (IT); Exempt (Ex); Capital 10% (Cap10%); Free CAP (CapF); Input CAP (ITCap); Outside AP (OS); No ABN Withhold (NABN)

Quantity	Cost Centre	Account Code	Int. Trad.	Project	Agency Use	GST Tax Type	Total \$ (excl. GST)	GST Amount \$	Total \$ (incl. GST)	Description
00	20120	740102	99	99999	9999	Free AP	\$29,500.00		\$29,500.00	OH&S Liaison Officer Grant : July - Aug
									\$0.00	
									\$0.00	
									\$0.00	Kim Sattler
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
<b>Total \$ GST:</b>									\$0.00	
<b>Total Amount \$ (incl. GST):</b>									\$29,500.00	
<b>Remittance Advice Description:</b>										

By signing this form the signatories warrant the Directorate has received the above mentioned goods and/or services (excluding prepayments and deposits).

**Prepared by:**

Name:  Phone:

Signature:  Date:

**Authorising Officer (financial delegate):**

Name:  Position:

Signature:  Date:

Unions ACT  
 Trades and Labour Council of the ACT Inc  
 PO Box 279  
 DICKSON ACT 2602  
 Ph: 02 6247 7844  
 Fax: 02 6247 2349

## TAX INVOICE

Bill To:

Chief Minister and Cabinet Directorate  
 GPO BOX 158  
 Canberra ACT 2601

A.B.N. 31 724 041 495

Invoice #: **00008906**

Date: 16/12/2013

Page: 1

DATE	DESCRIPTION	AMOUNT	CODE
	OH&S Liaison Officer Grant : Oct - Dec 2013.(expense report attached) <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p><b>Method of PAYMENT</b></p> <p>Cheques should be made payable <b>Trades &amp; Labour Council ACT Inc</b></p> <p>Electronic Transfers: <b>Account name: Trades &amp; Labour Council ACT</b></p> <p><b>BSB:</b> [REDACTED]</p> <p><b>Account number:</b> [REDACTED]</p> <p><b>Remittance Advice:</b> <a href="mailto:accounts@unionsact.org.au">accounts@unionsact.org.au</a></p> </div>	\$29,500.00	N-T
<b>INVOICE PAYABLE WITHIN 14 DAYS. NO STATEMENT WILL BE ISSUED.</b>		GST:	\$0.00
		Total Inc GST:	\$29,500.00
		Amount Applied:	\$0.00
		<b>Balance Due:</b>	<b>\$29,500.00</b>

Unions ACT  
 Trades and Labour Council of the ACT Inc  
 PO Box 279  
 DICKSON ACT 2602  
 Ph: 02 6247 7844  
 Fax: 02 6247 2349

## TAX INVOICE

Bill To:

Chief Minister and Cabinet Directorate  
 GPO BOX 158  
 Canberra ACT 2601

A.B.N. 31 724 041 495

Invoice #: 00008997

Date: 14/03/2014

Page: 1

DATE	DESCRIPTION	AMOUNT	CODE				
	<p>OH&amp;S Liaison Officer Grant : January - March 2014.(expense report attached)</p> <div style="text-align: center; border: 1px solid black; padding: 5px; width: fit-content; margin: 20px auto;"> <p><b>RECEIVED</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">DATE</td> <td style="width: 50%; text-align: center;">BY</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table> </div> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p><b>Method of PAYMENT</b></p> <p>Cheques should be made payable Trades &amp; Labour Council ACT Inc</p> <p>Electronic Transfers: - Account name: Trades &amp; Labour Council ACT</p> <p style="margin-left: 40px;">BSB: [REDACTED]</p> <p style="margin-left: 40px;">Account number: [REDACTED]</p> <p style="margin-top: 10px;">Remittance Advice: <a href="mailto:accounts@unionsact.org.au">accounts@unionsact.org.au</a></p> </div>	DATE	BY			\$29,500.00	N-T
DATE	BY						
<b>INVOICE PAYABLE WITHIN 14 DAYS. NO STATEMENT WILL BE ISSUED.</b>		GST:	\$0.00				
		Total Inc GST:	\$29,500.00				
		Amount Applied:	\$0.00				
		<b>Balance Due:</b>	<b>\$29,500.00</b>				

*Processed  
19/3/14*

Unions ACT  
 Trades and Labour Council of the ACT Inc  
 PO Box 279  
 DICKSON ACT 2602  
 Ph: 02 6247 7844  
 Fax: 02 6247 2349

**TAX INVOICE**

Bill To:

Chief Minister and Cabinet Directorate  
 GPO BOX 158  
 Canberra ACT 2601

A.B.N. 31 724 041 495

Invoice #: **00008997**

Date: 14/03/2014

Page: 1

DATE	DESCRIPTION	AMOUNT	CODE		
	OH&S Liaison Officer Grant : January - March 2014.(expense report attached)  <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p style="text-align: center; margin: 0;"><b>RECEIVED</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">DATE <i>28/3</i></td> <td style="width: 50%; padding: 2px;">BY <i>TA</i></td> </tr> </table> </div> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p><b>Method of PAYMENT</b></p> <p>Cheques should be made payable <b>Trades &amp; Labour Council ACT Inc</b></p> <p>Electronic Transfers: <b>Account name: Trades &amp; Labour Council ACT</b>  <b>BSB: [REDACTED]</b>  <b>Account number: [REDACTED]</b></p> <p><b>Remittance Advice: <a href="mailto:accounts@unionsact.org.au">accounts@unionsact.org.au</a></b></p> </div>	DATE <i>28/3</i>	BY <i>TA</i>	\$29,500.00	N-T
DATE <i>28/3</i>	BY <i>TA</i>				
<b>INVOICE PAYABLE WITHIN 14 DAYS. NO STATEMENT WILL BE ISSUED.</b>		GST:	\$0.00		
		Total Inc GST:	\$29,500.00		
		Amount Applied:	\$0.00		
		<b>Balance Due:</b>	<b>\$29,500.00</b>		

*Thilaga - OK to pay. I am contacting Kim to query salaries amount & to reduce payment to \$103k budgeted FB.*

RECONCILIATION OH&S ADVISOR  
1/1/14 - 31/03/14

	<i>Based on ASO6</i>	<b>Actual Cost</b>
Salary	\$22,047.30	\$432.30 \$22,047.30
Long Service Leave - .938 x \$47.15 x 13	\$586.45	\$11.50 \$586.45
Superannuation 13.1%	\$2,888.20	\$56.63 \$22,103.93
Workers Compensation - 3.6%	\$793.70	\$15.56 \$793.70
Staff Training	\$255.00	\$5.00 \$255.00
General Administrative Costs	\$5,709.90	\$111.24 \$5,673.24
	<b>\$32,281</b>	<b>\$632 \$32,243.89</b>
<b>TOTAL (Real Cost)</b>	<b>\$32,281</b>	
Less In Kind Contribution UnionsACT	-2,781.00	
<b>TOTAL Claimed</b>	<b>\$29,500</b>	

Administrative Costs

Office Manager time	\$1,992.00
Office consumables	\$1,530.00
Parking & Mileage claims	\$612.00
Telephone calls allowance	\$147.90
Production & Postage of marketing flyers	\$612.00
Printing	\$510.00
Advertising	\$306.00
	<b>\$5,709.90</b>

Office Manager Time

payroll 2 hrs per month  
course 3 hrs per month  
processing other 5 hrs per month  
other miscellaneous 5 hrs per month  
total of 15 hrs per mth  
15 hrs x 3 mths x \$44.28 = \$1992



ACT Public Service

# Accounts Payable Invoice Cover Sheet

Printed copies of this text are not controlled. Always check the Shared Services customer portal <http://shareservices/> to ensure this information is current.

<b>Directorate:</b> (please select from the drop down menu)	<b>CHIEF MINISTER &amp; TREASURY Directorate</b>
<b>Payee:</b>	Union ACT Trades and Labour Council of the ACT Inc
<b>Special Requests/ Reference Number:</b>	00008997

<b>Collect Cheque*:</b> <input type="radio"/> Yes <input type="radio"/> No	<b>Staff Reimbursement:</b> EFT only - bank account details must be provided below. <input type="radio"/> Yes <input type="radio"/> No
<b>RCTI:</b> (Recipient Created Tax Invoice) <input type="radio"/> Yes <input type="radio"/> No	<b>GST Registered:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Withholding Tax:</b> <input type="radio"/> Yes <input type="radio"/> No	

\* Please note all collect cheques are to be collected from Shared Services, Eclipse House, Civic.

### Payee Bank Account Details for EFT Payments:

<b>Bank Account Name:</b>	Trades & Labour Council ACT
<b>BSB Number:</b>	[REDACTED]
<b>Account Number:</b>	[REDACTED]
<b>Payee Postal Address:</b>	

### Purchase Order Related Invoices:

<b>Purchase Order Number:</b>	
<b>Receipt Number:</b>	
<b>Project/Task Number:</b>	
<b>Contact Name for Purchase Orders:</b>	

### Invoice Detail: (All fields are mandatory) Please attach ORIGINAL invoices - copies are not accepted.

Applicable GST Codes: 10% AP (10%); Free AP (F); Input Tax AP (IT); Exempt (Ex); Capital 10% (Cap10%); Free CAP (CapF); Input CAP (ITCap); Outside AP (OS); No ABN Withhold (NABN)

Entity	Cost Centre	Account Code	Int. Trad.	Project	Agency Use	GST Tax Type	Total \$ (excl. GST)	GST Amount \$	Total \$ (incl. GST)	Description
200	20120	740102	99	99999	99999	Free AP	\$29,500.00		\$29,500.00	OH&S Liaison Officer Grant
									\$0.00	January - March 2014
									\$0.00	
									\$0.00	(Kim Satter)
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	

<b>Total \$ GST:</b>	\$0.00
<b>Total Amount \$ (incl. GST):</b>	\$29,500.00
<b>Remittance Advice Description:</b>	

By signing this form the signatories warrant the Directorate has received the above mentioned goods and/or services (excluding prepayments and deposits).

### Prepared by:

Name: Thilaga Nadesan Phone: 75922

Signature: [REDACTED] Date: 19/03/2014

### Authorising Officer (financial delegate):

Name: Fiona Barbaro Position: Director

Signature: [REDACTED] Date: 20/3/2014

Unions ACT  
 Trades and Labour Council of the ACT Inc  
 PO Box 279  
 DICKSON ACT 2602  
 Ph: 02 6247 7844  
 Fax: 02 6247 2349

## TAX INVOICE

Bill To:

Chief Minister and Cabinet Directorate  
 GPO BOX 158  
 Canberra ACT 2601

A.B.N. 31 724 041 495

Invoice #: **00009056**

Date: 16/06/2014

Page: 1

DATE	DESCRIPTION	AMOUNT	CODE				
	OH&S Liaison Officer Grant : April - June 2014.(expense report attached)  <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">RECEIVED</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px;">DATE</td> <td style="border: 1px solid black; padding: 2px;">BY</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px; text-align: center;">18/6</td> <td style="border: 1px solid black; padding: 2px;"></td> </tr> </table> </div> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b>Method of PAYMENT</b></p> <p>Cheques should be made payable Trades &amp; Labour Council ACT Inc</p> <p>Electronic Transfers: Account name: Trades &amp; Labour Council ACT            BSB: [REDACTED]            Account number: [REDACTED]</p> <p>Remittance Advice: <a href="mailto:accounts@unionsact.org.au">accounts@unionsact.org.au</a></p> </div>	DATE	BY	18/6		\$29,500.00	N-T
DATE	BY						
18/6							
<b>INVOICE PAYABLE WITHIN 14 DAYS. NO STATEMENT WILL BE ISSUED.</b>		GST:	\$0.00				
		Total Inc GST:	\$29,500.00				
		Amount Applied:	\$0.00				
		<b>Balance Due:</b>	<b>\$29,500.00</b>				





ACT Public Service

# Accounts Payable Invoice Cover Sheet

Printed copies of this text are not controlled. Always check the Shared Services customer portal <http://shareservices/> to ensure this information is current.

<b>Directorate:</b> (please select from the drop down menu)	<b>CHIEF MINISTER &amp; TREASURY Directorate</b>
<b>Payee:</b>	Union ACT Trades and Labour Council of the ACT Inc
<b>Special Requests/ Reference Number:</b>	INV ## 00009056 16 June 2014

<b>Collect Cheque*:</b>	<input type="radio"/> Yes <input type="radio"/> No	<b>Staff Reimbursement:</b> EFT only - bank account details must be provided below.	<input type="radio"/> Yes <input type="radio"/> No
<b>RCTI:</b> (Recipient Created Tax Invoice)	<input type="radio"/> Yes <input type="radio"/> No	<b>GST Registered:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Withholding Tax:</b>	<input type="radio"/> Yes <input type="radio"/> No		

\* Please note all collect cheques are to be collected from Shared Services, Eclipse House, Civic.

### Payee Bank Account Details for EFT Payments:

<b>Bank Account Name:</b>	Trades & Labour Council ACT
<b>BSB Number:</b>	[REDACTED]
<b>Account Number:</b>	[REDACTED]
<b>Payee Postal Address:</b>	

### Purchase Order Related Invoices:

<b>Purchase Order Number:</b>	
<b>Receipt Number:</b>	
<b>Project/Task Number:</b>	
<b>Contact Name for Purchase Orders:</b>	

### Invoice Detail: (All fields are mandatory) Please attach ORIGINAL invoices - copies are not accepted.

Applicable GST Codes: 10% AP (10%); Free AP (F); Input Tax AP (IT); Exempt (Ex); Capital 10% (Cap10%); Free CAP (CapF); Input CAP (ITCap); Outside AP (OS); No ABN Withhold (NABN)

Entity	Cost Centre	Account Code	Int. Trad.	Project	Agency Use	GST Tax Type	Total \$ (excl. GST)	GST Amount \$	Total \$ (incl. GST)	Description
200	20120	740102	99	99999	9999	Free AP	\$29,500.00		\$29,500.00	OH&S Liaison Officer Grant
									\$0.00	April - June 2014
									\$0.00	
									\$0.00	(Kim Satter)
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	

<b>Total \$ GST:</b>	\$0.00
<b>Total Amount \$ (incl. GST):</b>	\$29,500.00
<b>Remittance Advice Description:</b>	

By signing this form the signatories warrant the Directorate has received the above mentioned goods and/or services (excluding prepayments and deposits).

### Prepared by:

Name: Thilaga Nadesan Phone: 75922

Signature: [REDACTED] Date: 18/06/2014

### Authorising Officer (financial delegate):

Name: Fiona Barbaro Position: Director

Signature: [REDACTED] Date: 18/6/14



**UNIONSACT**

PO Box 279  
Dickson ACT 2602

A.B.N. 31 724 041 495

A.C.N. 008 503 044

*ok to pay.  
Check admin supporting  
docs on past invoices for  
consideration pre processing*  
*[Signature]*

**Tax Invoice**

*up date & address*

**Bill To:**

Chief Minister and Cabinet Directorate  
GPO BOX 158  
Canberra ACT 2601

**Invoice No.:** 00009135

**Date:** 15/09/2014

DATE	DESCRIPTION	TOTAL AMOUNT	CODE
	OH&S Liaison Officer Grant : July - September 2014 (expense report attached)	\$29,500.00	N-T
<p><b>Account Name:</b> Trades &amp; Labour Council ACT Inc <b>BSB:</b> [REDACTED] <b>Account:</b> [REDACTED]</p>			

GST:	\$0.00
Total Inc GST:	\$29,500.00
Amount Applied:	\$0.00
<b>Balance Due:</b>	<b>\$29,500.00</b>



**TRADES & LABOUR COUNCIL ACT Inc T/A WORKWATCH TRAINING**

PO Box 279  
Dickson ACT 2602

**Tax Invoice**

A.B.N. 31 724 041 495

A.C.N. 008 503 044

**Bill To:**

Chief Minister, Treasury and Economic Development  
GPO BOX 158  
Canberra ACT 2601

**Invoice No.:** 00009135

**Date:** 15/09/2014

DATE	DESCRIPTION	TOTAL AMOUNT	CODE
	OH&S Liaison Officer Grant : July - September 2014 (expense report attached)	\$29,500.00	N-T
<p><b>Account Name:</b> Trades &amp; Labour Council ACT Inc <b>BSB:</b> <span style="background-color: black; color: black;">XXXXXXXXXX</span> <b>Account:</b> <span style="background-color: black; color: black;">XXXXXXXXXX</span></p>			

GST:	\$0.00
Total Inc GST:	\$29,500.00
Amount Applied:	\$0.00
<b>Balance Due:</b>	<b>\$29,500.00</b>



ACT Public Service

# Accounts Payable Invoice Cover Sheet

Printed copies of this text are not controlled. Always check the Shared Services customer portal <http://sharedservices/> to ensure this information is current.

<b>Directorate:</b> (please select from the drop down menu)	<b>CHIEF MINISTER, TREASURY &amp; ECONOMIC DEVELOPMENT Directorate</b>
<b>Payee:</b>	Unions ACT
<b>Special Requests/ Reference Number:</b>	Invo ## 00009135 - 15/9/2014

<b>Collect Cheque*:</b>	<input type="radio"/> Yes <input type="radio"/> No	<b>Staff Reimbursement:</b> EFT only - bank account details must be provided below.	<input type="radio"/> Yes <input type="radio"/> No
<b>RCTI:</b> (Recipient Created Tax Invoice)	<input type="radio"/> Yes <input type="radio"/> No	<b>GST Registered:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Withholding Tax:</b>	<input type="radio"/> Yes <input type="radio"/> No		

\* Please note all collect cheques are to be collected from Shared Services, Eclipse House, Civic.

### Payee Bank Account Details for EFT Payments:

Bank Account Name:	Trades & Labour Council ACT Inc
BSB Number:	[REDACTED]
Account Number:	[REDACTED]
Payee Postal Address:	

### Purchase Order Related Invoices:

Purchase Order Number:	
Receipt Number:	
Project/Task Number:	
Contact Name for Purchase Orders:	

### Invoice Detail: (All fields are mandatory) Please attach ORIGINAL invoices - copies are not accepted.

Applicable GST Codes: 10% AP (10%); Free AP (F); Input Tax AP (IT); Exempt (Ex); Capital 10% (Cap10%); Free CAP (CapF); Input CAP (ITCap); Outside AP (OS); No ABN Withhold (NABN)

Entity	Cost Centre	Account Code	Int. Trad.	Project	Agency Use	GST Tax Type	Total \$ (excl. GST)	GST Amount \$	Total \$ (incl. GST)	Description
200	20120	712124	99	99999	9999	Free AP	\$29,500.00		\$29,500.00	OH&S Liaison Officer Grant
									\$0.00	July-September 2014
									\$0.00	(Kim Salter)
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	

<b>Total \$ GST:</b>	\$0.00
<b>Total Amount \$ (incl. GST):</b>	\$29,500.00
<b>Remittance Advice Description:</b>	

By signing this form the signatories warrant the Directorate has received the above mentioned goods and/or services (excluding prepayments and deposits).

### Prepared by:

Name:  Phone:

Signature: \_\_\_\_\_ Date:

### Authorising Officer (financial delegate):

Name:  Position:

Signature: \_\_\_\_\_ Date:



**RECONCILIATION OH&S ADVISOR**  
1/7/14 - 30/09/14

	<i>Based on ASO6</i>	<b>Actual Cost</b>
Salary		\$22,047.30
Long Service Leave - .938 x \$47.15 x 13		\$586.45
Superannuation 13.1%		\$2,888.20
Workers Compensation - 3.6%		\$793.70
Staff Training		\$255.00
General Administrative Costs		\$5,709.90
<b>TOTAL (Real Cost)</b>		<b>\$32,281</b>
<b>Less In Kind Contribution UnionsACT</b>		<b>-2,781.00</b>
<b>TOTAL Claimed</b>		<b>\$29,500</b>

**Administrative Costs**

Office Manager time	\$1,992.00	
Office consumables	\$1,530.00	
Parking & Mileage claims	\$612.00	
Telephone calls allowance	\$147.90	
Production & Postage of marketing flyers	\$612.00	
Printing	\$510.00	
Advertising	\$306.00	
	<u>\$5,709.90</u>	

**Office Manager Time**

payroll 2 hrs per month  
course 3 hrs per month  
processing other 5 hrs per month  
other miscellaneous 5 hrs per month  
total of 15 hrs per mth  
15 hrs x 3 mths x \$44.28 = \$1992

# UNIONSACT

PO Box 279  
Dickson ACT 2602

A.B.N. 31 724 041 495

A.C.N. 008 503 044

29/6/14  
28/4  
7/2/24

## Tax Invoice

**Bill To:**

Chief Minister, Treasury and Economic Development  
GPO BOX 158  
Canberra ACT 2601

Invoice No.: 0000002

Date: 8/12/2014

DATE	DESCRIPTION	TOTAL AMOUNT	CODE
	OH&S Liaison Officer Grant : October - December 2014 (expense report attached)	\$29,500.00	N-T

RECEIVED

DATE 8/11/15	BY —
-----------------	---------

Account Name: Trades & Labour Council ACT Inc  
BSB: XXXXXXXXXX  
Account: XXXXXXXXXX

<b>PAYMENT: STRICTLY 14 DAYS (eft, chq, credit card)</b>			
Credit Card No: _____/_____/_____/_____		GST:	\$0.00
Expiry Date: ____/____/____ Amount: _____		Total Inc GST:	\$29,500.00
Name: _____ Signature _____		Amount Applied:	\$0.00
		<b>Balance Due:</b>	<b>\$29,500.00</b>

REMITTANCE: [accounts@unionsact.org.au](mailto:accounts@unionsact.org.au)

**UNIONSACT**

PO Box 279  
Dickson ACT 2602

**Tax Invoice**

A.B.N. 31 724 041 495

A.C.N. 008 503 044

**Bill To:**

Chief Minister, Treasury and Economic Development  
GPO BOX 158  
Canberra ACT 2601

**Invoice No.:** 00009213

**Date:** 8/12/2014

DATE	DESCRIPTION	TOTAL AMOUNT	CODE
	OH&S Liaison Officer Grant : October - December 2014 (expense report attached)	\$29,500.00	N-T
<p><b>Account Name: Trades &amp; Labour Council ACT Inc</b>  <b>BSB:</b> [REDACTED]  <b>Account:</b> [REDACTED]</p>			

	GST:	\$0.00
	Total Inc GST:	\$29,500.00
	Amount Applied:	\$0.00
	<b>Balance Due:</b>	<b>\$29,500.00</b>

RECONCILIATION OH&S ADVISOR

1/4/14 - 30/06/14

	Actual Cost
<i>Based on ASO6</i>	
Salary	\$22,047.30
Long Service Leave - .938 x \$47.15 x 13	\$432.30
Superannuation 13.1%	\$586.45
Workers Compensation - 3.6%	\$11.50
Staff Training	\$56.63
General Administrative Costs	\$22,103.93
	\$15.56
	\$793.70
	\$255.00
	\$5.00
	\$111.24
	\$5,673.24
<b>TOTAL (Real Cost)</b>	<b>\$32,281</b>
Less In Kind Contribution UnionsACT	-2,781.00
<b>TOTAL Claimed</b>	<b>\$29,500</b>

Administrative Costs

Office Manager time	\$1,992.00
Office consumables	\$1,530.00
Parking & Mileage claims	\$612.00
Telephone calls allowance	\$147.90
Production & Postage of marketing flyers	\$612.00
Printing	\$510.00
Advertising	\$306.00
	<u><b>\$5,709.90</b></u>

Office Manager Time

payroll 2 hrs per month  
 course 3 hrs per month  
 processing other 5 hrs per month  
 other miscellaneous 5 hrs per month  
 total of 15 hrs per mth  
 15 hrs x 3 mths x \$44.28 = \$1992





# TRADES & LABOUR COUNCIL ACT Inc -

PO Box 279  
Dickson ACT 2602

62477844

A.B.N. 31 724 041 495

## Tax Invoice

**Bill To:**

Chief Minister, Treasury and Economic Development  
GPO BOX 158  
Canberra ACT 2601

**Invoice No.:** 00009282

**Date:** 15/03/2015

DATE	DESCRIPTION	TOTAL AMOUNT	CODE
	OH&S Liaison Officer Grant : January - March 2015	\$29,500.00	N-T

RECEIVED

DATE 16/3	BY
--------------	----

Account Name: Trades & Labour Council ACT Inc  
BSB: XXXXXXXXXX  
Account: XXXXXXXXXX

**PAYMENT: STRICTLY 14 DAYS (eft, chq, credit card)**

Credit Card No: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount: \_\_\_\_\_

REMITTANCE: [accounts@unionsact.org.au](mailto:accounts@unionsact.org.au)

GST:	\$0.00
Total Inc GST:	\$29,500.00
Amount Applied:	\$0.00
<b>Balance Due:</b>	<b>\$29,500.00</b>



ACT Public Service

# Accounts Payable Invoice Cover Sheet

Printed copies of this text are not controlled. Always check the Shared Services customer portal <http://sharedservices/> to ensure this information is current.

<b>Directorate:</b> (please select from the drop down menu)	<b>CHIEF MINISTER, TREASURY &amp; ECONOMIC DEVELOPMENT Directorate</b>
<b>Payee:</b>	Trades & Labour Council ACT Inc (UnionACT)
<b>Special Requests/ Reference Number:</b>	Invo ## 00009282 15 March 2015

<b>Collect Cheque*:</b>	<input type="radio"/> Yes <input type="radio"/> No	<b>Staff Reimbursement:</b> EFT only - bank account details must be provided below.	<input type="radio"/> Yes <input type="radio"/> No
<b>RCTI:</b> (Recipient Created Tax Invoice)	<input type="radio"/> Yes <input type="radio"/> No	<b>GST Registered:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Withholding Tax:</b>	<input type="radio"/> Yes <input type="radio"/> No		

\* Please note all collect cheques are to be collected from Shared Services, Eclipse House, Civic.

### Payee Bank Account Details for EFT Payments:

Bank Account Name:	
BSB Number:	
Account Number:	
Payee Postal Address:	

### Purchase Order Related Invoices:

Purchase Order Number:	
Receipt Number:	
Project/Task Number:	
Contact Name for Purchase Orders:	

**Invoice Detail:** (All fields are mandatory) Please attach ORIGINAL invoices - copies are not accepted.

**Applicable GST Codes:** 10% AP (10%); Free AP (F); Input Tax AP (IT); Exempt (Ex); Capital 10% (Cap10%); Free CAP (CapF); Input CAP (ITCap); Outside AP (OS); No ABN Withhold (NABN)

Entity	Cost Centre	Account Code	Int. Trad.	Project	Agency Use	GST Tax Type	Total \$ (excl. GST)	GST Amount \$	Total \$ (incl. GST)	Description
284	29164	740102	99	9999	9999	Free AP	\$29,500.00		\$29,500.00	OH&S Liaison Officer Grant
									\$0.00	January - March 2015
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	

Total \$ GST:	\$0.00
Total Amount \$ (incl. GST):	\$29,500.00
Remittance Advice Description:	

By signing this form the signatories warrant the Directorate has received the above mentioned goods and/or services (excluding prepayments and deposits).

### Prepared by:

Name: Thilaga Nadesan Phone: 75922

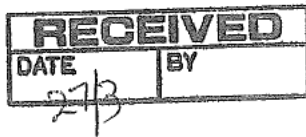
Signature: [Redacted] Date: 20/03/2015

### Authorising Officer (financial delegate):

Name: Michael Young Position: Executive Director

Signature: [Redacted] Date: 19-3-15

29/6/14



ABN: 53 143 036 640  
 PO Box 748  
 GUNGAHLIN ACT 2912  
 Mobile: 0418 481 500  
 Email: [knappr@grapevine.com.au](mailto:knappr@grapevine.com.au)

**TAX INVOICE: 150402**

27 March 2015

Mr Michael Young  
 Executive Director, Workplace Safety and Industrial Relations  
 ACT Chief Minister, Treasury and Economic Development Directorate  
 GPO Box 158  
 CANBERRA ACT 2601

**Provision of Advisory Services by Robert Knapp to the ACT Chief Minister, Treasury and Economic Development Directorate**

Item	Description	Amount
1	<b>Review of UnionsACT WHS Liaison Officer Position</b> <ul style="list-style-type: none"> <li>• Review the Effectiveness of the Service Provided by the WHS Liaison Officer employed by UnionsACT</li> <li>• Provide a Final Report with Recommendations</li> </ul>	\$2,000.00
	Total	\$2,000.00
	GST	\$200.00
	<b>TOTAL (inclusive of GST):</b>	<b>\$2,200.00</b>

**Account Payment Details:**

Account Name: Casey Consulting Pty Ltd

BSB:

Account Number:

Bank:

Commonwealth



ACT Public Service

# Accounts Payable Invoice Cover Sheet

Printed copies of this text are not controlled. Always check the Shared Services customer portal <http://shareservices/> to ensure this information is current.

<b>Directorate:</b> (please select from the drop down menu)	<b>CHIEF MINISTER, TREASURY &amp; ECONOMIC DEVELOPMENT Directorate</b>
<b>Payee:</b>	Casey Consultant Pty Ltd
<b>Special Requests/ Reference Number:</b>	Invo ## 150402 27 March 2015

<b>Collect Cheque*:</b>	<input type="radio"/> Yes <input type="radio"/> No	<b>Staff Reimbursement:</b> EFT only - bank account details must be provided below.	<input type="radio"/> Yes <input type="radio"/> No
<b>RCTI:</b> (Recipient Created Tax Invoice)	<input type="radio"/> Yes <input type="radio"/> No	<b>GST Registered:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Withholding Tax:</b>	<input type="radio"/> Yes <input type="radio"/> No		

\* Please note all collect cheques are to be collected from Shared Services, Eclipse House, Civic.

### Payee Bank Account Details for EFT Payments:

Bank Account Name:	
BSB Number:	
Account Number:	
Payee Postal Address:	

### Purchase Order Related Invoices:

Purchase Order Number:	
Receipt Number:	
Project/Task Number:	
Contact Name for Purchase Orders:	

### Invoice Detail: (All fields are mandatory) Please attach ORIGINAL invoices - copies are not accepted.

Applicable GST Codes: 10% AP (10%); Free AP (F); Input Tax AP (IT); Exempt (Ex); Capital 10% (Cap10%); Free CAP (CapF); Input CAP (ITCap); Outside AP (OS); No ABN Withhold (NABN)

Entity	Cost Centre	Account Code	Int. Trad.	Project	Agency Use	GST Tax Type	Total \$ (excl. GST)	GST Amount \$	Total \$ (incl. GST)	Description
284	29164	712706	99	9999	9999	10% AP	\$2,000.00	\$200.00	\$2,200.00	Consultant Fees - Review of UNION ACT
									\$0.00	WHS liaison Officer Position
									\$0.00	(Robert Knapp)
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	

<b>Total \$ GST:</b>	\$200.00
<b>Total Amount \$ (incl. GST):</b>	\$2,200.00
<b>Remittance Advice Description:</b>	

By signing this form the signatories warrant the Directorate has received the above mentioned goods and/or services (excluding prepayments and deposits).

### Prepared by:

Name: Thilaga Nadesan Phone: 75922  
 Signature: [Redacted] Date: 02/04/2015

### Authorising Officer (financial delegate):

Name: Michael Young Position: Executive Director  
 Signature: [Redacted] Date: 2/4/15





**TRADES & LABOUR COUNCIL ACT Inc**

PO Box 279  
Dickson ACT 2602

**Tax Invoice**

A.B.N. 31 724 041 495

A.C.N. 008 503 044

**Bill To:**

Chief Minister, Treasury and Economic Development  
GPO BOX 158  
Canberra ACT 2601

Invoice No.: 00009377

Date: 19/06/2015

DATE	DESCRIPTION	TOTAL AMOUNT	CODE
	OH&S Liaison Officer Grant : April - June 2015	\$29,500.00	N-T
Account Name: Trades & Labour Council ACT Inc BSB: <span style="background-color: black; color: black;">XXXXXXXXXX</span> Account: <span style="background-color: black; color: black;">XXXXXXXXXX</span>			

<b>PAYMENT: STRICTLY 14 DAYS (eft, chq, credit card)</b>  Credit Card No: _____/_____/_____/_____  Expiry Date: ____/____/____ Amount: _____  Name: _____ Signature _____	GST:	\$0.00
	Total Inc GST:	\$29,500.00
	Amount Applied:	\$0.00
	<b>Balance Due:</b>	<b>\$29,500.00</b>

REMITTANCE: [accounts@unionsact.org.au](mailto:accounts@unionsact.org.au)



# TAX INVOICE

Chief Minister, Treasury and Economic Development

**Invoice Date**  
18 Sep 2015

**Invoice Number**  
INV-0036

**Reference**  
OH&S Grant

**ABN**  
31 724 041 495

Trades and Labour Council of  
the ACT Inc  
Attention: Cecilia Roesler  
Po Box 279  
DICKSON ACT 2602  
AUSTRALIA

Description	Quantity	Unit Price	GST	Amount AUD
WH&S Liaison Officer Grant : July - Sept 2015	1.00	29,500.00	GST Free	29,500.00
			Subtotal	29,500.00
			<b>TOTAL AUD</b>	<b>29,500.00</b>

**Due Date: 2 Oct 2015**

Trades & labour Council of the ACT Inc

Remittance: [accounts@unionsact.org.au](mailto:accounts@unionsact.org.au)

## PAYMENT ADVICE

To: Trades and Labour Council of the ACT Inc  
Attention: Cecilia Roesler  
Po Box 279  
DICKSON ACT 2602  
AUSTRALIA

**Customer** Chief Minister, Treasury and  
Economic Development  
**Invoice Number** INV-0036  
**Amount Due** 29,500.00  
**Due Date** 2 Oct 2015

**Amount Enclosed**

Enter the amount you are paying above





ACT Public Service

# Accounts Payable Invoice Cover Sheet

Printed copies of this text are not controlled. Always check the Shared Services customer portal <http://sharedservices/> to ensure this information is current.

<b>Directorate:</b> (please select from the drop down menu)	<b>CHIEF MINISTER, TREASURY &amp; ECONOMIC DEVELOPMENT Directorate</b>
<b>Payee:</b>	Trades & Labour Council ACT Inc (UnionACT)
<b>Special Requests/ Reference Number:</b>	Invo ## 0036 18 September 2015

<b>Collect Cheque*:</b> <input type="radio"/> Yes <input type="radio"/> No	<b>Staff Reimbursement:</b> EFT only - bank account details must be provided below. <input type="radio"/> Yes <input type="radio"/> No
<b>RCTI:</b> (Recipient Created Tax Invoice) <input type="radio"/> Yes <input type="radio"/> No	<b>GST Registered:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Withholding Tax:</b> <input type="radio"/> Yes <input type="radio"/> No	

\* Please note all collect cheques are to be collected from Shared Services, Eclipse House, Civic.

**Payee Bank Account Details for EFT Payments:**

Bank Account Name:	
BSB Number:	
Account Number:	
Payee Postal Address:	

**Purchase Order Related Invoices:**

Purchase Order Number:	
Receipt Number:	
Project/Task Number:	
Contact Name for Purchase Orders:	

**Invoice Detail:** (All fields are mandatory) Please attach ORIGINAL invoices - copies are not accepted.

Applicable GST Codes: 10% AP (10%); Free AP (F); Input Tax AP (IT); Exempt (Ex); Capital 10% (Cap10%); Free CAP (CapF); Input CAP (ITCap); Outside AP (OS); No ABN Withhold (NABN)

Entity	Cost Centre	Account Code	Int. Trad.	Project	Agency Use	GST Tax Type	Total \$ (excl. GST)	GST Amount \$	Total \$ (incl. GST)	Description
284	29164	740102	99	9999	9999	Free AP	\$29,500.00		\$29,500.00	WH&S Liaison Officer Grant
									\$0.00	July - September 2015
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	

<b>Total \$ GST:</b>	\$0.00
<b>Total Amount \$ (incl. GST):</b>	\$29,500.00
<b>Remittance Advice Description:</b>	

By signing this form the signatories warrant the Directorate has received the above mentioned goods and/or services (excluding prepayments and deposits).

**Prepared by:**

Name: Thilaga Nadesan Phone: 75922

Signature: [Redacted] Date: 16/10/2015

**Authorising Officer (financial delegate):**

Name: Michael Young Position: Executive Director

Signature: [Redacted] Date: 16-10-15



# TAX INVOICE

Chief Minister, Treasury and Economic Development

**Invoice Date**  
1 Dec 2015

**Invoice Number**  
INV-0054

**Reference**  
OH&S Grant

**ABN**  
31 724 041 495

Trades and Labour Council of  
the ACT Inc

Attention: Cecilia Roesler  
Po Box 279

DICKSON ACT 2602  
AUSTRALIA

Description	Quantity	Unit Price	GST	Amount AUD
WH&S Liaison Officer Grant : Sept - Dec 2015	1.00	29,500.00	GST Free	29,500.00
Payment requested prior to 25 December 2015				
			Subtotal	29,500.00
			<b>TOTAL AUD</b>	<b>29,500.00</b>

**Due Date: 15 Dec 2015**

Trades & labour Council of the ACT Inc

Remittance: [accounts@unionsact.org.au](mailto:accounts@unionsact.org.au)

*ok to pay*  
*M Young*  
*15-12-15*

## PAYMENT ADVICE

To: Trades and Labour Council of the ACT Inc  
Attention: Cecilia Roesler  
Po Box 279  
DICKSON ACT 2602  
AUSTRALIA

**Customer** Chief Minister, Treasury and  
Economic Development  
**Invoice Number** INV-0054  
**Amount Due** 29,500.00  
**Due Date** 15 Dec 2015

**Amount Enclosed**

Enter the amount you are paying above



ACT Public Service

## Accounts Payable Invoice Cover Sheet

Printed copies of this text are not controlled. Always check the Shared Services customer portal <http://sharedservices/> to ensure this information is current.

<b>Directorate:</b> (please select from the drop down menu)	<b>CHIEF MINISTER, TREASURY &amp; ECONOMIC DEVELOPMENT Directorate</b>
<b>Payee:</b>	Trades & Labour Council ACT Inc (UnionsACT)
<b>Special Requests/ Reference Number:</b>	Invo ## 0054 1 December 2015

<b>Collect Cheque*:</b>	<input type="radio"/> Yes <input type="radio"/> No	<b>Staff Reimbursement:</b> EFT only - bank account details must be provided below.	<input type="radio"/> Yes <input type="radio"/> No
<b>RCTI:</b> (Recipient Created Tax Invoice)	<input type="radio"/> Yes <input type="radio"/> No	<b>GST Registered:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Withholding Tax:</b>	<input type="radio"/> Yes <input type="radio"/> No		

\* Please note all collect cheques are to be collected from Shared Services, Eclipse House, Civic.

## Payee Bank Account Details for EFT Payments:

Bank Account Name:	
BSB Number:	
Account Number:	
Payee Postal Address:	

## Purchase Order Related Invoices:

Purchase Order Number:	
Receipt Number:	
Project/Task Number:	
Contact Name for Purchase Orders:	

## Invoice Detail: (All fields are mandatory) Please attach ORIGINAL invoices - copies are not accepted.

Applicable GST Codes: 10% AP (10%); Free AP (F); Input Tax AP (IT); Exempt (Ex); Capital 10% (Cap10%); Free CAP (CapF); Input CAP (ITCap); Outside AP (OS); No ABN Withhold (NABN)

Entity	Cost Centre	Account Code	Int. Trad.	Project	Agency Use	GST Tax Type	Total \$ (excl. GST)	GST Amount \$	Total \$ (incl. GST)	Description
284	29164	740102	99	9999	9999	Free AP	\$29,500.00		\$29,500.00	WH&S Liaison Officer Grant
									\$0.00	September - December 2015
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	

<b>Total \$ GST:</b>	\$0.00
<b>Total Amount \$ (incl. GST):</b>	\$29,500.00
<b>Remittance Advice Description:</b>	accounts@unionsact.org.au

By signing this form the signatories warrant the Directorate has received the above mentioned goods and/or services (excluding prepayments and deposits).

## Prepared by:

Name: Thilaga Nadesan Phone: 75922

Signature: [Redacted] Date: 15/12/2015

## Authorising Officer (financial delegate):

Name: Michael Young Position: Executive Director

Signature: [Redacted] Date: 15-12-15



**ACT**  
Government

ACT Public Service

## Accounts Payable Invoice Cover Sheet

Printed copies of this text are not controlled. Always check the Shared Services customer portal <http://sharedservices/> to ensure this information is current.

<b>Directorate:</b> (please select from the drop down menu)	<b>CHIEF MINISTER, TREASURY &amp; ECONOMIC DEVELOPMENT Directorate</b>
<b>Payee:</b>	Trades & Labour Council of the ACT Inc
<b>Special Requests/ Reference Number:</b>	INV-0115

<b>Collect Cheque*:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Staff Reimbursement:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
		EFT only - bank account details must be provided below.	
<b>RCTI:</b> (Recipient Created Tax Invoice)	<input checked="" type="radio"/> Yes <input type="radio"/> No	<b>GST Registered:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Withholding Tax:</b>	<input type="radio"/> Yes <input type="radio"/> No		

\* Please note all collect cheques are to be collected from Shared Services, Eclipse House, Civic.

### Payee Bank Account Details for EFT Payments:

<b>Bank Account Name:</b>	Trades & Labour Council of the ACT Inc
<b>BSB Number:</b>	[REDACTED]
<b>Account Number:</b>	[REDACTED]
<b>Payee Postal Address:</b>	PO Box 279, Dickson ACT 2902

### Purchase Order Related Invoices:

<b>Purchase Order Number:</b>	
<b>Receipt Number:</b>	
<b>Project/Task Number:</b>	
<b>Contact Name for Purchase Orders:</b>	

### Invoice Detail: (All fields are mandatory) Please attach ORIGINAL invoices - copies are not accepted.

**Applicable GST Codes:** 10% AP (10%); Free AP (F); Input Tax AP (IT); Exempt (Ex); Capital 10% (Cap10%); Free CAP (CapF); Input CAP (ITCap); Outside AP (OS); No ABN Withhold (NABN)

Entity	Cost Centre	Account Code	Int. Trad.	Project	Agency Use	GST Tax Type	Total \$ (excl. GST)	GST Amount \$	Total \$ (incl. GST)	Description
284	29164	740102	99	99999	9999	10% AP	\$29,500.00	\$0.00	\$29,500.00	WHS - Liaison Officer Grant - Apr-Jun 16
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	

<b>Total \$ GST:</b>	\$0.00
<b>Total Amount \$ (incl. GST):</b>	\$29,500.00
<b>Remittance Advice Description:</b>	

By signing this form the signatories warrant the Directorate has received the above mentioned goods and/or services (excluding prepayments and deposits).

### Prepared by:

Name:  Phone:

Signature: \_\_\_\_\_ Date:

### Authorising Officer (financial delegate):

Name:  Position:

Signature: \_\_\_\_\_ Date:



# TAX INVOICE

Chief Minister, Treasury and Economic Development  
CANBERRA ACT 2601

**Invoice Date**  
23 May 2016

**Invoice Number**  
INV-0115

**Reference**  
OH&S Grant

**ABN**  
31 724 041 495

Trades and Labour Council of  
the ACT Inc  
Attention: Cecilia Roesler  
Po Box 279  
DICKSON ACT 2602  
AUSTRALIA

Description	Quantity	Unit Price	GST	Amount AUD
WH&S Liaison Officer Grant : April - June 2016	1.00	29,500.00	GST Free	29,500.00
			Subtotal	29,500.00
			<b>TOTAL AUD</b>	<b>29,500.00</b>

**Due Date: 6 Jun 2016**  
7 DAY ACCOUNT

Trades & labour Council of the ACT Inc

Remittance: [accounts@unionsact.org.au](mailto:accounts@unionsact.org.au)



**Pay online now** (you will be taken to the online invoice)

## PAYMENT ADVICE

**Customer** Chief Minister, Treasury and  
Economic Development

**Invoice Number** INV-0115

**Amount Due** 29,500.00

**Due Date** 6 Jun 2016

**Amount Enclosed**

Enter the amount you are paying above

To: Trades and Labour Council of the ACT Inc  
Attention: Cecilia Roesler  
Po Box 279  
DICKSON ACT 2602  
AUSTRALIA



# TAX INVOICE

Chief Minister, Treasury and Economic Development  
CANBERRA ACT 2601

**Invoice Date**  
1 Jul 2016

Trades and Labour Council of  
the ACT Inc

**Invoice Number**  
INV-0134

Attention: Cecilia Roesler  
Po Box 279

**Reference**  
WHS Liaison Officer

DICKSON ACT 2602  
AUSTRALIA

**ABN**  
31 724 041 495

Description	Quantity	Unit Price	GST	Amount AUD
Deed of Grant - WHS Liaison - Year 1	1.00	110,000.00	10%	110,000.00
			Subtotal	110,000.00
			TOTAL GST 10%	11,000.00
			<b>TOTAL AUD</b>	<b>121,000.00</b>

**Due Date: 15 Jul 2016**

Trades & labour Council of the ACT Inc

Remittance: [accounts@unionsact.org.au](mailto:accounts@unionsact.org.au)



**Pay online now** (you will be taken to the online invoice)

## PAYMENT ADVICE

To: Trades and Labour Council of the ACT Inc  
Attention: Cecilia Roesler  
Po Box 279  
DICKSON ACT 2602  
AUSTRALIA

**Customer** Chief Minister, Treasury and  
Economic Development

**Invoice Number** INV-0134

**Amount Due** **121,000.00**

**Due Date** 15 Jul 2016

**Amount Enclosed**

Enter the amount you are paying above