



ACT
Government

Chief Minister, Treasury and
Economic Development

Freedom of Information Disclosure Log Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

Application Details	
Ref. No.	CMTEDDFOI 2024-220
Date of Application	15 July 2024
Date of Decision	16 September 2024
Processing time (in working days)	45
Fees	Waived
Decision on Access	Partial Release
Information Requested (summary)	WorkSafe ACT information: including correspondence related to bullying and psychosocial risks at WorkSafe ACT; results of investigations on employees since 1 January 2020; meeting minutes from 1 January 2023.
Publication Details	
Original application	<input checked="" type="checkbox"/> Published <input type="checkbox"/> N/A
Decision notice	<input checked="" type="checkbox"/> Published <input type="checkbox"/> N/A
Documents and schedule	<input checked="" type="checkbox"/> Published <input type="checkbox"/> N/A
Decision made by Ombudsman	N/A
Additional information identified by Ombudsman	N/A
Decision made by ACAT	N/A
Additional information identified by ACAT	N/A

From: [REDACTED]
To: [CMTEDD FOI](#)
Subject: Freedom of Information request - CMTEDDFOI 2024-220
Date: Monday, 15 July 2024 10:34:55 AM

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Please find online enquiry details below. Please ensure this enquiry is responded to within fourteen working days.

Your details

All fields are optional, however an email address OR full postal address must be provided for us to process your request. An email address and telephone contact number will assist us to discuss your request.

Title:
First Name:
Last Name:
Business/Organisation
Address:
Suburb:
Postcode:
State/Territory:
Phone/mobile:
Email address:

A large grey rectangular area redacting the user's personal details in the form.

Request for information

(Please provide as much detail as possible, for example subject matter and relevant dates, and also provide details of documents that you are not interested in.)

Under the Freedom of Information Act 2016 I want to access the following document/s (*required field):

- A letter sent from CPSU National President Brooke Muscat to Damian West, then Deputy Director General, on 24 May 2023; - Any reply Mr West or any other person in the Directorate may have sent to the CPSU; - Any other correspondence between the CPSU or the CFMEU and the Directorate since 1 January 2020 referring to bullying, harassment, the workplace culture, or psychosocial hazards at Worksafe ACT; - Any documents dated after 1 January 2020 which make, or refer to, reports of bullying, harassment, the workplace culture, or psychosocial hazards at Worksafe ACT; - The results of any preliminary assessments or professional standards unit investigations of employees at Worksafe ACT since 1 January 2020; - The minutes of any meetings of the Senior Leadership Team at Worksafe ACT since 1 January 2023.

I do not want to access the following documents in relation to my request::

Thank you.
Freedom of Information Coordinator



ACT
Government

Chief Minister, Treasury and
Economic Development

Our ref: CMTEDDFOI 2024-220



FREEDOM OF INFORMATION REQUEST – NOTICE OF DECISION

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 15 July 2024.

Specifically, you have sought access to the following information:

- “-A letter sent from CPSU National President Brooke Muscat to Damian West, then Deputy Director General, on 24 May 2023;*
- Any reply Mr West or any other person in the Directorate may have sent to the CPSU;*
 - Any other correspondence between the CPSU or the CFMEU and the Directorate since 1 January 2020 referring to bullying, harassment, the workplace culture, or psychosocial hazards at Worksafe ACT;*
 - Any documents dated after 1 January 2020 which make, or refer to, reports of bullying, harassment, the workplace culture, or psychosocial hazards at Worksafe ACT;*
 - The results of any preliminary assessments or professional standards unit investigations of employees at Worksafe ACT since 1 January 2020;*
 - The minutes of any meetings of the Senior Leadership Team at Worksafe ACT since 1 January 2023.”*

Authority

I am an Information Officer appointed by the CMTEDD Director-General under section 18 of the Act to deal with access applications made under Part 5 of the Act.

Timeframes

In accordance with section 40 of the Act, CMTEDD is required to provide a decision on your access application within 30 days.

As this matter required third party consultation, the decision due date was extended by 15 working days, in accordance with section 40(2) of the Act.

Therefore, a decision is due by **16 September 2024**.

Decision on access

Searches of CMTEDD records have identified 150 documents within the scope of your request.

- I have decided to grant **partial access** to 74 documents.
- I have decided to refuse access to 76 documents.

Additional Information

Statistical information has been compiled and provided by WorkSafe ACT relating to your scope of requested information, for 1 January 2020 to 15 July 2024, which is attached to this letter at **Appendix A**. This document is not included in the document totals for release.

The records identified as relevant to your application are listed in the schedule enclosed at **Attachment A**. This provides a description of each document that falls within the scope of your request and the access decision for each of those documents.

Release of documents

The information being released to you is provided at **Attachment B**.

Statement of Reasons

In accordance with section 54(2) of the Act a statement of reasons outlining my decisions is below. In reaching my access decisions, I have taken the following into account:

- the Act
- the information that falls within the scope of your request
- third party views
- Publicly available information
- *Public Sector Management Act 1994*
- *Public Interest Disclosure Act 2012*
- *Human Rights Act 2004*
- *Work Health and Safety Act 2011*
- *Health Records (Privacy and Access Act) 1997*
- ACT Ombudsman FOI Guidelines

As a decision maker, I am required to determine whether the information within scope is in the public interest to release. To make this decision, I am required to:

- assess whether the information would be contrary to public interest to disclose as per **Schedule 1** of the Act.
- perform the public interest test as set out in section 17 of the Act by balancing the factors favouring disclosure and factors favouring nondisclosure in **Schedule 2** of the Act.

Duplicates

The date range of your requested information is for records between 1 January 2020 to 15 July 2024, the latter being the date that your request was received by CMTEDD. I note that the total number of documents listed excludes duplicate copies of documents from this date range.

Health records

Page 40 of Binder 1, Part 1 contains a health record. Health records are outside the scope of the Act, under s 12. Access to health records is made under *Health Records (Privacy & Access) Act 1997*

<https://www.health.act.gov.au/about-our-health-system/accessing-your-medical-records>

Exemptions claimed

Schedule 1: Information taken to be contrary to the public interest.

My reasons for deciding not to grant access to the identified documents and/or components of these documents (refer the schedule at **Attachment A**) are based on the following provisions:

- Section 1.3 - Information disclosure that is prohibited under law.
- Section 1.2 - Information subject to legal professional privilege.
- Section 1.9 - Identities of people making disclosures.
- Section 1.14 - Law enforcement and public safety information.

Some information within your requested scope is exempt from release as it identifies parties making disclosures under the *Public Interest Disclosure Act 2012*.

Other information that has been identified as being within scope of your request is considered to be contrary to the public interest under section 1.2 of Schedule 1 of the Act as it is information that is deemed privileged under Legal Professional Privilege. This information can only be released if the parties involved agree to waive that privilege. The parties have not waived privilege.

Some information within your requested scope includes information collected during investigations conducted under the *Public Sector Management Act 1994* (PSM Act) or the *Work Health and Safety Act 2011*. (WHS Act). This information is considered to be contrary to the public interest under schedule 1, sections 1.3(6) and 1.3(7).

Schedule 1 subsection 1.3(7) that states:

(7) *In this section:*

secrecy provision—*a provision of a law is a secrecy provision if it;*

- (a) *applies to information obtained in the exercise of a function under the law; and*
- (b) *prohibits people mentioned in the provision from disclosing the information, whether the prohibition is absolute or subject to stated exceptions or qualifications*

The *Information Privacy Act 2014*, Territory Privacy Principle (TPP) 6 states:

*If a public sector agency holds personal information about an individual that was collected for a particular purpose (the **primary purpose**), the agency must not use or disclose the information for another purpose (the **secondary purpose**) unless—*

- (a) *the individual has consented to the use or disclosure of the information; or*
- (b) *TPP 6.2 or TPP 6.3 applies in relation to the use or disclosure of the information.*

Section 20 of the *Information Privacy Act* stipulates that ‘*a public sector agency must not do an act, or engage in a practice, that breaches a TPP*’.

I note documents within your requested scope, including correspondence and a complete personnel investigation file, would be contrary to the Territory Privacy Principles if

released in these circumstances where the documents concern personal information provided for investigations under the PSM Act and the WHS Act.

I am satisfied that information within your requested scope contains the personal information of several third parties. I note there are sensitivities involved with the enforcement of the law and the identities of third parties making public interest disclosure, as well as information subject to legal privilege and I have decided to refuse access to information as I consider it exempt from release under a Schedule 1 provision.

I have decided that further information held would be exempt as it relates to ongoing investigations into possible contraventions of the law under schedule 1, section 1.14(a) where investigations into the conduct of third parties has not concluded, and therefore it would be prejudicial to procedural fairness in which the process has not been concluded.

Public Interest Test

The Act has a presumption in favour of disclosure. As a decision maker I am required to decide where, on balance, public interest lies. As part of this process, I must consider factors favouring disclosure and non-disclosure.

In *Hogan v Hinch* (2011) 243 CLR 506, [31] French CJ stated that when ‘used in a statute, the term [public interest] derives its content from “the subject matter and the scope and purpose” of the enactment in which it appears’. Section 17(1) of the Act sets out the test, to be applied to determine whether disclosure of information would be contrary to the public interest. These factors are found in subsection 17(2) and Schedule 2 of the Act.

Schedule 2: Factors to be considered when deciding the public interest.

Taking into consideration the information contained in the documents found to be within the scope of your request, I have identified that the following public interest factors are relevant to determine if release of the information contained within these documents is within the ‘public interest’.

Factors favouring disclosure (Section 2.1)

- *Section 2.1(a)(i) - promote open discussion of public affairs and enhance the government’s accountability.*
- *Section 2.1(a)(iii) - inform the community of the government’s operations, including the policies, guidelines and codes of conduct followed by the government in its dealings with members of the community.*
- *Section 2.1(a)(iv) - ensure effective oversight of expenditure of public funds.*
- *Section 2.1(a)(v) - allow or assist inquiry into possible deficiencies in the conduct or administration of an agency or public official.*
- *Section 2.1(a)(vi) - reveal or substantiate that an agency or public official has engaged in misconduct or negligent, improper or unlawful conduct or has acted maliciously or in bad faith.*
- *Section 2.1(a)(vii) - advance the fair treatment of individuals and other entities in accordance with the law in their dealings with the government.*
- *Section 2.1(a)(viii) - reveal the reason for a government decision and any background or contextual information that informed the decision.*

- *Section 2.1(a)(v) - allow or assist inquiry into possible deficiencies in the conduct or administration of an agency or public official.*
- *Section 2.1(a)(iv) - ensure effective oversight of expenditure of public funds.*

Information within scope of your request includes investigation materials, and documents related to meetings held By ACT Public Servants and Executives, and therefore it is reasonably likely there may be considerable public interest in the release of information, as the information would reveal outcomes and provide contextual information relating to your scope.

Of note the Act Public Service is publicly funded and investigations into conduct would be part of holding the ACT Public Service and its employees into account as part of open and transparent government and accountability for public spending. Furthermore, information within scope of the request documents outcomes of meetings held, and recruitment outcomes. I have placed moderate weight on these factors.

I am satisfied that these factors favouring disclosure carry some weight. However, these factors are to be balanced against the factors favouring nondisclosure.

Factors favouring nondisclosure (Sch 2, Section 2.2)

- *Section 2.2(a)(ii) - prejudice the protection of an individual's right to privacy or any other right under the Human Rights Act 2004.*
- *Section 2.2(a)(iii) - prejudice security, law enforcement or public safety.*
- *Section 2.2(a)(iv) impede the administration of justice generally, including procedural fairness.*
- *Section 2.2(a)(v) - impede the administration of justice for a person.*
- *Section 2.2(a)(ix) - prejudice the flow of information to the police or another law enforcement or regulatory agency.*
- *Section 2.2(a)(xi) - prejudice trade secrets, business affairs or research of an agency or person.*
- *Section 2.2(a)(xii) - prejudice an agency's ability to obtain confidential information.*
- *Section 2.2(a)(xvi) - prejudice a deliberative process of government.*
- *Section 2.2(a)(xv) - prejudice the management function of an agency or the conduct of industrial relations by an agency.*
- *Section 2.2(a)(xvi) - prejudice a deliberative process of government.*
- *Section 2.2(b)(ii) - would be privileged from production in a legal proceeding on the ground of legal professional privilege.*
- *Section 2.2(b)(iv) - is information disclosure of which is prohibited by an Act of the Territory, a State or the Commonwealth.*
- *Section 2.2(b)(v) - is about unsubstantiated allegations of misconduct or unlawful, negligent or improper conduct and disclosure of the information could prejudice the fair treatment of an individual.*

I have identified the above factors as relevant when deliberating on the release of information. I have placed significant weight on the sch 2, sections 2.2(a)(ii), 2.2(a)(iii) and 2.2(a)(xi) factors and placed moderate weight on the other factors identified above.

Having reviewed the information, I consider that the protection of an individual's right to privacy, is a significant factor. Release of information concerning individuals working within the ACT Public Service is generally not considered to prejudice the protection of an individual's right to privacy. However, where mobile phone numbers may be used for home and work purposes, this information is redacted, as it could or would reasonably be expected to prejudice an individual's right to privacy under the *Human Rights Act 2004*. Releasing the information would be a serious breach of their privacy.

I note information within scope of the request contains personal information of third parties and does not contain your personal information. This is a relevant factor for consideration under section 17(3) of the Act.

I note there are circumstances where it is in the public interest to redact personal information of Act Public Service employees, including names but not position titles. I note that the circumstances of investigations and work carried out, if released may be prejudicial to procedural fairness of third parties. Some of the information is subject to legal privilege, for both third parties and the Territory and legal privilege has not been waived.

I have decided that releasing the information that I consider to be exempt and or contrary to the public interest to release would be prejudicial to the Territory's ability to conduct future and ongoing investigations into the conduct of ACT Public Servants and impact on the deliberative processes which would be prejudicial to procedural fairness in general.

I have also considered the impact of disclosing information which relates to business affairs. In the case of *Re Mangan and The Treasury* [2005] AATA 898 the term 'business affairs' was interpreted as meaning 'the totality of the money-making affairs of an organisation or undertaking as distinct from its private or internal affairs'. Schedule 2 section 2.2(a)(xi) allows for government information to be withheld from release if disclosure of the information could reasonably be expected to prejudice the trade secrets, business affairs or research of an agency or person.

Businesses undertaking development activities in the ACT may expect that any sensitive business information they provide to the Government will be held in confidence. However, businesses that provide information to government do so with the knowledge that government held information may be subject to an access application made under Freedom of Information legislation. Those who do business with government must also recognise that governments have to balance the commercial interests of businesses with the principles of openness and transparency, and that the weight of the public interest in protecting business information will depend on a variety of factors, including how commercially sensitive the information is, its age, its current relevance and the extent to which it has entered the public domain. I have considered this as relevant where releasing information that included correspondence with and documents that record meetings held with third parties concerning employment conditions and submissions made when making decisions.

A deliberative process in government has been defined as a 'thinking processes - the process of reflection, for example, upon the wisdom and expediency of a proposal, a

particular decision or a course of action.’ I have decided to not release information on the grounds it may impact on a deliberative process of government, which includes actions being undertaken in relation to investigations and outcomes as decided by the senior leadership team.

I have considered information within your requested scope containing complaint information or allegations of misconduct. I am satisfied that the sources would have wished their identity to be known only to those who need to know it for the purpose of administering the law, and the information was supplied on the express or implied understanding that the source’s identity would remain confidential, or where disclosing the identities may impact on deliberative processes of government when enforcing the law and conducting investigations, either under the WHS Act, or the PSM Act.

I am further satisfied that revealing personal information of third parties may impact on deliberative processes, and disclosure of this information would enable a person to ascertain the identity of a confidential source in relation to the enforcement or administration of the law.

I am satisfied that releasing investigation materials of third parties may also enable the identities of other people being investigated to be worked out, and as the Regulator, it would be prejudicial to intergovernmental relations and be prejudicial to the enforcement of the law and public safety. Releasing information of third parties may be prejudicial to procedural fairness of those third parties.

Having applied the test outlined in section 17 of the Act and deciding that release of personal information contained in the documents is not in the public interest to release, I have chosen to redact this specific information in accordance with section 50(2). Noting the pro-disclosure intent of the Act, I am satisfied that redacting only the information that I believe is not in the public interest to release will ensure that the intent of the Act is met and will provide you with access to the majority of the information held by CMTEDD within the scope of your request.

Furthermore, I am satisfied by providing additional statistical information to you at **Appendix A** will aid with the transparency of the investigations process without revealing personal information of third parties.

Charges

Processing charges are applicable for this request because the total number of pages to be released to you exceeds the charging threshold of 50 pages. However, the charges have been waived.

Online publishing – Disclosure Log

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a [disclosure log](#).

Your original access application and my decision will be published on the CMTEDD disclosure log. Your personal contact details will not be published.

Ombudsman Review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73

of the Act within 20 working days from the day that my decision is provided to you, or a longer period allowed by the Ombudsman.

We recommend using this form [Applying for an Ombudsman Review](#) to ensure you provide all of the required information. Alternatively, you may write to the Ombudsman at:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601

Via email: actfoi@ombudsman.gov.au

ACT Civil and Administrative Tribunal (ACAT) Review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
<http://www.acat.act.gov.au/>

Should you have any queries in relation to your request please contact the Information Access Team by telephone on 6207 7754 or email CMTEDDFOI@act.gov.au.

Yours sincerely



Katharine Stuart
Information Officer
Chief Minister, Treasury and Economic Development Directorate

16 September 2024

APPENDIX A

Statistical information

Documents dated after 1 January 2020 [to 15 July 2024] which make, or refer to, reports of bullying, harassment, the workplace culture, or psychosocial hazards at WorkSafe ACT

Nature of matter	Number of matters (2020-24)
Internal	25
External stakeholder	11

Results of any preliminary assessments or professional standards unit investigations of employees at WorkSafe ACT since 1 January 2020 [to 15 July 2024]

Year	Number of preliminary assessments
2020	7
2021	10
2022	8
2023	19
2024	5
Total	49

Reason for preliminary assessment	Number of preliminary assessments
Management initiated process	9
Complaint from staff about other staff	27
Complaint from an external stakeholder about staff behaviour	13
Total	49

Preliminary assessment outcomes

Outcome of preliminary assessment	Number
No further action	18
Formal counselling	19
Referred to Professional Standards Unit	6
Dismissal	2
Unresolved (staff left ACTPS before finalisation)	3
Financial penalty	1
Total	49



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FREEDOM OF INFORMATION REQUEST SCHEDULE

WHAT ARE THE PARAMETERS OF THE REQUEST

Reference No.

*"- A letter sent from CPSU National President Brooke Muscat to Damian West, then Deputy Director General, on 24 May 2023;
- Any reply Mr West or any other person in the Directorate may have sent to the CPSU;
- Any other correspondence between the CPSU or the CFMEU and the Directorate since 1 January 2020 referring to bullying, harassment, the workplace culture, or psychosocial hazards at Worksafe ACT;
- Any documents dated after 1 January 2020 which make, or refer to, reports of bullying, harassment, the workplace culture, or psychosocial hazards at Worksafe ACT;
- The results of any preliminary assessments or professional standards unit investigations of employees at Worksafe ACT since 1 January 2020;
- The minutes of any meetings of the Senior Leadership Team at Worksafe ACT since 1 January 2023 [to 15 July 2024]."*

CMTEDDFOI 2024-220

Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status
Part 1 - Binder 1 - Professional Standards Unit/OIRWS Documents						
1	1-6	Letter from WorkSafe ACT with Annexures	undated	Refused	Sch 1, s 1.3 Sch 1, s 1.9	No
2	7	Email – Subject: "Complaint..."	30/04/2020	Refused	Sch 1, s .3	No
3	8-9	Letter from Community and Public Sector Union (CPSU) to Damian West, Deputy Director General - Office of Industrial Relations & Workforce Strategy	24/05/2023	Partial release	Sch 2, s 2.2(a)(ii)	Yes
4	10-11	Email – Subject: "For Noting – Annulment on Probation ..."	23/06/2023	Refused	Sch 1, s 1.3	No
5	12	Diagram – Room Layout	undated	Refused	Sch 1, s .3 Sch 1, s 1.2	No
6	13-19	Letter – Response to Allegation, including Annexures "A" to "O" -	03/08/2023	Refused	Sch 1, s 1.2 Sch 1, s1.3	No
7	20-72	Annexures to letters - Annexures "A" to "O"	Undated/various	Refused	Outside scope Section 12 of the Act does not apply to the release of Health Records. [p40] Sch 1, s 1.2 Sch 1, s 1.3	No
8	73-75	Email chain – Subject: "Who to?"	11/10/2023- 13/10/2023	Refused	Sch 1, s 1.3	No
9	76-78	Letter	undated	Refused	Sch 1, s 1.3	No

10	79-83	Email chain – Subject: “Re: Correspondence from ...”	26/10/2023-22/02/2024	Refused	Sch 1, s 1.3	No
11	84-85	Email – Subject: “Elaboration on Serious Misconduct finding against XXX at WorkSafe ACT...”	04/11/2023	Refused	Sch 1, s 1.3	No
12	86-88	Email chain – Subject: “Fwd: Elaboration on Serious Misconduct finding against ...”	04/11/2023-05/11/2023	Refused	Sch 1, s 1.3	No
13	89	Email - Subject: “WorkSafe ACT_ Termination of employee via Serious Misconduct finding ...”	10/11/2023	Refused	Sch 1, s 1.3	No
14	90	Email – Subject: “CPSU complaint regarding WorkSafe ACT & Psychosocial hazards”	10/07/2024	Refused	Sch 1, s 1.3	No
15	91	Email – Subject: “WorkSafe ACT - Internal psychosocial hazard concerns”	10/07/2024	Refused	Sch 1, s 1.3	No
16	92-93	Email – Subject: “WorkSafe ACT - Internal psychosocial hazard concerns	10/07/2024-12/07/2024	Refused	Sch 1, s 1.3	No
17	94	Email chain - for attachment refer to Folio 3	24/05/2024	Partial release	Sch 2, s 2.2(a)(ii) Sch 2, S 2.2(xi)	Yes
18	-	File	-	Refused	Sch 1, s1.3 Sch 1, 1.14	No
Part 2 - Binder 2 - WorkSafe ACT Documents						
19	1-2	Annotated Letter from WorkSafe ACT – Notice of Preliminary Assessment	24/06/2024	Refused	Sch 1, s 1.3	No
20	3-4	Annotated Letter from WorkSafe ACT – Outcome of Preliminary Assessment	05/07/2024	Refused	Sch 1, s 1.3	No
21	5-6	Annotated Letter from WorkSafe ACT – Outcome of Preliminary Assessment	09/08/2021	Refused	Sch 1, s 1.3	No
22	7-8	Annotated Letter from WorkSafe ACT – Notice of Preliminary Assessment - unsigned	undated	Refused	Sch 1, s 1.3	No
23	9-10	Annotated Letter from WorkSafe ACT – Outcome of Preliminary Assessment - Redacted	05/05/2023	Refused	Sch 1, s 1.3	No
24	11-12	Annotated Letter from WorkSafe ACT – Notice of Preliminary Assessment	undated	Refused	Sch 1, s 1.3	No
25	13-14	Annotated Letter from WorkSafe ACT – Outcome of Preliminary Assessment	05/05/2023	Refused	Sch 1, s 1.3	No
26	15-17	Annotated Letter from WorkSafe ACT – Notice of Preliminary Assessment	08/05/2023	Refused	Sch 1, s 1.3	No
27	18-21	Annotated Preliminary Assessment Report	undated	Refused	Sch 1, s 1.3	No
28	22-23	Annotated Letter from WorkSafe ACT – Notice of Preliminary Assessment	30/11/2023	Refused	Sch 1, s 1.3	No
29	24-25	Annotated Letter from WorkSafe ACT – Outcome of Preliminary Assessment	18/12/2023	Refused	Sch 1, s 1.3	No

30	26-27	Annotated Letter from WorkSafe ACT – Notice of Preliminary Assessment and Formal Directions	undated	Refused	Sch 1, s 1.3	No
31	28-29	Annotated Letter from WorkSafe ACT – Outcome of Preliminary Assessment and Notification of Referral	09/08/2021	Refused	Sch 1, s 1.3	No
32	30-31	Annotated Letter from WorkSafe ACT – Notice of Preliminary Assessment	10/02/2022	Refused	Sch 1, s 1.3	No
33	32	Annotated Letter from WorkSafe ACT	01/04/2022	Refused	Sch 1, s 1.3	No
34	33-34	Annotated Letter from WorkSafe ACT – Notice of Preliminary Assessment	19/04/2023	Refused	Sch 1, s 1.3	No
35	35-36	Annotated Letter from WorkSafe ACT – Outcome of Preliminary Assessment	24/04/2023	Refused	Sch 1, s 1.3	No
36	37-38	Annotated Letter from WorkSafe ACT – Notice of Preliminary Assessment	01/05/2023	Refused	Sch 1, s 1.3	No
37	39-40	Annotated Letter from WorkSafe ACT – Outcome of Preliminary Assessment	25/05/2023	Refused	Sch 1, s 1.3	No
38	41-42	Annotated Letter from WorkSafe ACT – Outcome of Preliminary Assessment	14/06/2023	Refused	Sch 1, s 1.3	No
39	43-44	Annotated Letter from WorkSafe ACT – Notice of Preliminary Assessment	07/12/2023	Refused	Sch 1, s 1.3	No
40	45-47	Annotated Letter from WorkSafe ACT – Notice of Preliminary Assessment	17/01/2024	Refused	Sch 1, s 1.3	No
41	48-49	Annotated Letter from WorkSafe ACT – Outcome of Preliminary Assessment	08/02/2024	Refused	Sch 1, s 1.3	No
42	50-51	Annotated Letter from WorkSafe ACT – Notice of Preliminary Assessment	07/02/2023	Refused	Sch 1, s 1.3	No
43	52-53	Annotated Letter from WorkSafe ACT – Outcome of Preliminary Assessment	23/03/2023	Refused	Sch 1, s 1.3	No
44	54-55	Annotated Letter from WorkSafe ACT – Notice of Preliminary Assessment	08/06/2023	Refused	Sch 1, s 1.3	No
45	56-57	Annotated Letter from WorkSafe ACT – Outcome of Preliminary Assessment	21/07/2021	Refused	Sch 1, s 1.3	No
46	58-59	Annotated Letter from WorkSafe ACT – Notice of Preliminary Assessment	02/05/2023	Refused	Sch 1, s 1.3	No
47	60-61	Annotated Letter from WorkSafe ACT – Outcome of Preliminary Assessment	15/05/2023	Refused	Sch 1, s 1.3	No
48	62-63	Annotated Letter from WorkSafe ACT – Notice of Preliminary Assessment	06/06/2023	Refused	Sch 1, s 1.3	No
49	64-66	Annotated Preliminary Assessment Report	undated	Refused	Sch 1, s 1.3	No

50	67-69	Annotated Letter from WorkSafe ACT – Notice of Preliminary Assessment	05/09/2022	Refused	Sch 1, s 1.3	No
51	70-71	Annotated Letter from WorkSafe ACT – Outcome of Preliminary Assessment	31/05/2023	Refused	Sch 1, s 1.3	No
52	72-74	Annotated Preliminary Assessment Report	undated	Refused	Sch 1, s 1.3	No
53	75-77	Annotated Letter from WorkSafe ACT – Notice of Preliminary Assessment	undated	Refused	Sch 1, s 1.3	No
54	78-80	Annotated Letter from WorkSafe ACT	23/08/2024	Refused	Sch 1, s 1.3	No
55	81-82	Annotated Letter from WorkSafe ACT – Notice of Preliminary Assessment	06/06/2022	Refused	Sch 1, s 1.3	No
56	83-85	Annotated Letter - Notice of Preliminary Assessment and Formal Directions	09/06/2020	Refused	Sch 1, s 1.3	No
57	86-89	Annotated Letter - Outcome of Preliminary Assessment and Notification of Referral - with redactions	30/06/2020	Refused	Sch 1, s 1.3	No
58	90-91	Annotated Letter from WorkSafe ACT - Notice of Formal Counselling	21/05/2020	Refused	Sch 1, s 1.3	No
59	92-93	Annotated Letter from WorkSafe ACT - Notice of Preliminary Assessment and Formal Directions	undated	Refused	Sch 1, s 1.3	No
60	94-97	Annotated Preliminary Assessment Report	undated	Refused	Sch 1, s 1.3	No
61	98-99	Annotated Letter from WorkSafe ACT – Notice of Preliminary Assessment	11/07/2024	Refused	Sch 1, s 1.3	No
62	100-101	Annotated Letter from WorkSafe ACT – Outcome of Preliminary Assessment	30/07/2024	Refused	Sch 1, s 1.3	No
63	102-103	Annotated Letter from WorkSafe ACT – Notice of Preliminary Assessment	02/12/2022	Refused	Sch 1, s 1.3	No
64	104-105	Annotated Letter from WorkSafe ACT – Outcome of Preliminary Assessment	19/12/2022	Refused	Sch 1, s 1.3	No
65	106-107	Annotated Letter from WorkSafe ACT – Notice of Preliminary Assessment	11/09/2023	Refused	Sch 1, s 1.3	No
66	108-109	Annotated Letter from WorkSafe ACT – Outcome of Preliminary Assessment	28/09/2023	Refused	Sch 1, s 1.3	No
67	110-111	Annotated Letter from WorkSafe ACT – Outcome of Preliminary Assessment	15/01/2024	Refused	Sch 1, s 1.3	No
68	112-113	Annotated Letter from WorkSafe ACT – Notice of Preliminary Assessment	19/07/2022	Refused	Sch 1, s 1.3	No
69	114-115	Annotated Letter from WorkSafe ACT – Outcome of Preliminary Assessment	11/10/2022	Refused	Sch 1, s 1.3	No

70	116-117	Annotated Letter from WorkSafe ACT – Notice of Preliminary Assessment	03/08/2022	Refused	Sch 1, s 1.3	No
71	118-119	Annotated Letter from WorkSafe ACT – Outcome of Preliminary Assessment	24/10/2022	Refused	Sch 1, s 1.3	No
72	120-121	Annotated Letter from WorkSafe ACT – Notice of Preliminary Assessment	21/09/2022	Refused	Sch 1, s 1.3	No
73	122	Annotated Letter from WorkSafe ACT	01/04/2022	Refused	Sch 1, s 1.3	No
74	123-124	Annotated Letter from WorkSafe ACT – Notice of Preliminary Assessment	19/07/2022	Refused	Sch 1, s 1.3	No
75	125-126	Annotated Letter from WorkSafe ACT – Outcome of Preliminary Assessment	18/10/2022	Refused	Sch 1, s 1.3	No
76	127-129	Annotated Letter from WorkSafe ACT – Notice of Preliminary Assessment and Formal Directions	10/07/2020	Refused	Sch 1, s 1.3	No
77	130-131	Annotated Letter from WorkSafe ACT – Outcome of Preliminary Assessment and Notification of Referral	21/07/220	Refused	Sch 1, s 1.3	No
78	132-133	Annotated Letter from WorkSafe ACT – Notice of Preliminary Assessment and Formal Directions	03/09/2020	Refused	Sch 1, s 1.3	No
Part 3 - Binder 3 - WorkSafe ACT Documents – Senior Team Leadership (SLT) Meeting Outcomes [155 pages]						
79	1-2	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 09/01/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
80	3-4	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 10/01/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
81	5-6	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 17/01/2023	undated	Partial Release	Sch 2, s 2.2(a)(i) Sch 2, s 2.2(a)(xi)	Yes
82	7-8	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 19/01/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
83	9-10	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 07/02/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
84	11-12	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 14/02/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
85	13-14	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 21/02/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
86	15-16	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 28/02/2023 [Note Typographical error – document lists 28/01/2023]	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
87	17-18	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 07/03/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
88	19-20	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 14/03/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes

89	21-22	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 21/03/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
90	23-24	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 15/04/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
91	25-26	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 13/04/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
92	27-28	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 18/04/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
93	29-30	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 27/04/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
94	31-32	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 02/	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
95	33-34	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 09/01/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
96	35-36	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 09/01/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
97	37-38	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 09/01/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
98	39-40	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 30/05/223	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
99	41-42	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 06/06/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
100	43-44	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 14/06/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
101	45-46	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 20/06/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
102	47-48	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 27/06/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
103	49-50	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 04/07/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
104	51-52	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 10/07/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi) Sch 1, s1.2	Yes
105	53-54	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 18/07/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
106	55-56	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 25/07/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
107	57-58	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 01/08/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
108	59-60	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 07/08/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes

109	61-62	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 15/08/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
110	63-64	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 22/08/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
111	65-66	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 29/08/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
112	67-68	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 05/09/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
113	69-70	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 12/09/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
114	71-72	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 18/09/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
115	73-74	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 27/09/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
116	75	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 03/10/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
117	76-77	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 16/10/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
118	78-79	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 25/10/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
119	80-82	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 31/10/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(iii) Sch 2, s 2.2(a)(x) Sch 2, s 2.2(a)(xi)	Yes
120	83-84	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 07/11/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
121	85-86	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 14/11/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
122	87-88	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 21/11/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
123	89-90	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 05/12/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
124	91-92	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 12/12/2023 – Working document	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
125	93-94	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 12/12/2023	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
126	95-96	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 16/01/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
127	97-98	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 23/01/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes

128	99-100	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 30/01/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
129	101-102	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 06/02/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
130	103-104	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 12/02/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi) Sch 2, s 2.2(a)(xvi)	Yes
131	105-106	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 20/02/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
132	107-109	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 27/02/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
133	110-112	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 05/03/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(iii) Sch 2, s 2.2(a)(x) Sch 2, s 2.2(a)(xi)	Yes
134	113-115	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 12/03/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(iii) Sch 2, s 2.2(a)(xi)	Yes
135	116-118	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 19/03/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
136	119-120	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 26/03/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
137	121-122	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 09/04/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xvi) Sch 2, s 2.2(a)(xi)	Yes
138	123-124	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 16/04/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(iii) Sch 2, s 2.2(a)(xi)	Yes
139	125-126	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 23/04/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
140	127-128	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 30/04/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(iii) Sch 2, s 2.2(a)(xi)	Yes
141	129-131	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 07/05/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
142	132-134	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 14/05/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(iii) Sch 2, s 2.2(a)(xi)	Yes
143	135-137	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 21/05/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
144	138-139	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 28/05/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes

145	140-141	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 04/06/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi) Sch 2, s 2.2(a)(xvi)	Yes
146	142-143	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 11/06/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
147	144-146	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 18/06/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(xi)	Yes
148	147-149	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 25/06/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii) Sch 2, s 2.2(a)(iii) Sch 2, s 2.2(a)(xi) Sch 2, s 2.2(a)(xvi)	Yes
149	150-152	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 02/07/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
150	153-155	Document – Senior Team Leadership Meeting – Key Outcomes – Meeting 09/07/2024	undated	Partial Release	Sch 2, s 2.2(a)(ii)	Yes
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Community and Public Sector Union

Sch 2.2(a)(ii) - National President

24 May 2023

Sch 2.2(a)(ii)

Deputy Director General – Office of Industrial Relations & Workforce Strategy
Chief Minister, Treasury and Economic Development
ACT Government

By email: damian.west@act.gov.au

Dear **Sch 2.2(a)(ii)**

Managing Psychosocial Risk – WorkSafe ACT

I write regarding serious safety concerns across WorkSafe ACT and seek the formal assistance on the newly established Office of Industrial Relations in resolving these matters.

The CPSU has raised multiple concerns relating to identified psychosocial hazards WorkSafe workers are exposed to, however these matters remain unresolved, and the measures implemented to mitigate risk of psychological injury to workers remain ineffective.

In summary, these issues include a pattern of:

- Poor workplace culture and change management;
- The misuse of Preliminary Assessments without basis and as a punitive tool resulting in serious and ongoing psychological harm
- Obfuscating merit selection processes regarding hiring senior employees
- Inadequate training for all staff resulting in staff not being fully qualified or supported to fulfill their compliance and regulatory roles and responsibilities
- Inadequate support mechanisms regarding exposure to occupational violence
- Failure to adhere to public service policies, procedures, values and behaviors

Concerningly, WorkSafe is responsible for regulating compliance with Work Health and Safety laws of other organisations across the Territory, however are unable to demonstrate compliance within their own organisation.

As such, the CPSU is now seeking the assistance of the Office of Industrial Relations and Workforce Strategy to intervene and ensure WorkSafe ACT is not only compliant with their duties under Work Health and Safety Laws, but are also undertaking work in line with the expected public sector values and principles overseen by your Office.

To immediately demonstrate commitment to WorkSafe ACT workers, the CPSU seeks the following:

- The Office commit to investigate the psychological safety across WorkSafe ACT, including a review of the safety systems in place to mitigate risk to workers;
- The Office communicate with WorkSafe ACT workers this will be occurring, including how they can contribute to the investigation and review; and
- Agree to meet with CPSU representatives to discuss and develop a path forward to ensure WorkSafe ACT are meeting their obligations to workers.

The CPSU looks forward to working with your Office to ensure continual improvement in relation to the psychological risks that workers across WorkSafe ACT face.

Regional Secretary **Sch 2.2(a)(ii)** and I can be contacted to arrange a suitable time to meet. **Sch 2.2(a)(ii)** the 12th of June and available after then to meet.

Yours sincerely,

Sch 2.2(a)(ii)

National President

m: **Sch 2.2(a)(ii)** email: **Sch 2.2(a)(ii)** [@cpsu.org.au](mailto:Sch 2.2(a)(ii)@cpsu.org.au)

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From: [redacted]
To: Sch 2.2(a)(ii), Sch 2.2(a)(xi)
Subject: FW: Review into WorkSafe Culture
Date: Wednesday, 24 May 2023 12:40:20 PM
Attachments: [redacted] [Worksafe ACT - May 2023.pdf](#)

OFFICIAL

FYI

From: [redacted]@cpsu.org.au>
Sent: Wednesday, 24 May 2023 11:49 AM
To: [redacted]@act.gov.au>
Cc: [redacted]@cpsu.org.au>; [redacted]@act.gov.au>; [redacted]@cpsu.org.au>; [redacted]@cpsu.org.au>
Subject: Review into WorkSafe Culture

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe. [Learn why this is important](#)

Dear [redacted]

Please see attached correspondence pertaining to ongoing, serious and unresolved issues in WorkSafe. We are seeking the urgent intervention of the Office of Industrial Relations to review the operations and culture of this workplace.

Please direct any correspondence to **Sch 2.2(a)(ii)** I return from leave on the 12th of June.

Yours Sincerely

[redacted]

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SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 09 January 2024

The Senior Leadership Team met on 09 January 2024. Sch 2.2(a)(a)(ii) chaired the meeting. Sch 2.2(a)(ii) and Sch 2.2(a)(a)(ii) were apologies and there were no conflicts of interest identified.

1. The **Commissioner** reported the following:
 - a. the successful briefing on the Operation Plan Intelligence-Led Campaign on Retail Car Services. It was great to see the understanding and effort put in by staff as well as the cross-sectional collaboration across the agency.
 - b. the exciting year ahead including options and plans to use the funding from the 2023 successful budget business cases. Going into 2024 the Commissioner is looking forward to seeing an increase in cross-work between teams throughout the agency. The Commissioner also states that overall, she is very happy with the position the agency is in going into a new year.
 - c. the ongoing planning and discussions surrounding a flexible work from home arrangement for WCO staff. The many moving parts involved in making the pilot a success with the ultimate goal of creating a better work life balance as well as recruiting and retaining staff.
 - d. the outcomes in relation to the Summernats event held this past weekend. All Inspectors involved throughout the event did great work in this space.
2. SLT noted the following key **Staffing/corporate matters**:
 - a. there are numerous recruitment processes underway that will be going live over the next couple of weeks.
 - b. the WCO6 Psychosocial Inspector position closes 18 January 2024.
 - c. the ASO5 Executive Assistant position closes 10 January 2024.
 - d. the WCO6 Vulnerable Workers Inspector position closes 15 January 2024.
 - e. interviews for the SOGA Senior Director, Compliance & Enforcement will commence this week.
 - f. interviews for the SOGA Senior Director, Strategy & Engagement will commence this week.
 - g. Sch 2.2(a)(ii) has been successful in the WCO5 Regulatory Support Officer position. Congratulations Lisa.
 - h. Sch 2.2(a)(ii) has been successful in the ASO5 Training and Systems Officer position, commencing 15 January 2024.
 - i. Sch 2.2(a)(ii) last day at WorkSafe ACT was 3 January 2023.
 - j. Sch 2.2(a)(a)(ii) is transferring to the General Team commencing 15 January 2024.
 - k. Sch 2.2(a)(ii) is transferring to the DS & OH Team commencing 29 January 2024.
 - l. Sch 2.2(a)(ii) is transferring to the QUACS Team commencing 22 January 2024.

- m. it has been confirmed that all hardware in the WorkSafe Vehicles will be upgraded around June 2024 to be compatible with the 4G network, and
- n. a few of the vehicles are due for minor maintenance over the next few weeks and will be out of service interchangeably.

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

- a. there were no riskman's submitted over the past week, and
- b. a COVID-19 case was reported within the agency. Please contact your direct manager if you have any concerns or queries.

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

- a. the internal audit on brand, value and reputation is in progress with the developed survey being provided to stakeholders, and
- b. the audit and risk committee have agreed on an approach against the recommendations of the previous internal audit on complaints handling

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

- a. there is currently one Notice of Non-Party Production in progress, and
- b. the monthly Minister's meeting is scheduled for Thursday next week.

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

- a. the current FTE and plans to increase the FTE over 2024.

7. SLT noted the following **Strategy & Engagement matters**:

NIL

8. SLT noted the following **Key Operational matters**:

NIL

Other business

NIL

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



SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 10 January 2023

The Senior Leadership Team met on 10 January 2023. **Sch 2.2(a)(a)(ii)** chaired the meeting and **Sch 2.2(a)(a)(ii)** was an apology. No conflicts of interest were identified.

1. The Commissioner highlighted a positive start to the year for WorkSafe ACT and thanked everyone for their valued contribution.
2. The Commissioner discussed some key focuses for 2023 including, ensuring business plans are completed by due dates, implementation of operation plan (construction and general), increasing workplace visits to allow each inspector to meet required outcomes and meeting salesforce and objective record keeping obligations.
3. The Commissioner gave thanks to **Sch 2.2(a)(ii)** for acting in the Deputy Commissioner's role whilst **Sch 2.2(a)(a)(ii)** was taking a well deserved break over the Christmas period. The commissioner also gave thanks to HR & Corporate staff for the successful management of HR matters towards the end of 2022, and
4. The Commissioner discussed the successful management of the annual Summernats event and advised the general team should consider whether the event's risk assessment was adequate.
5. SLT noted the following key **staffing/corporate and WHS** matters:
 - a. interviews have concluded for the ASO6, Research and Data Analyst role. Panel's recommendation being put forward for delegate approval.
 - b. the ASO6, Media and Communications role shortlisting has been finalised. Interviews will be held shortly.
 - c. the SOGA, Chief Finance Officer role has now closed with shortlisting commencing soon.
 - d. **Sch 2.2(a)(a)(ii)** until 31 January 2023, and **Sch 2.2(a)(ii)** is acting as the Director of HR & Corporate during this time.
 - e. loading zone permits for fleet vehicles have been ordered and will arrive shortly.
 - f. SOGC positions for Construction will be advertised in the near future.
 - g. **Sch 2.2(a)(ii)** commenced acting in the Executive Assistant role to the WHS Commissioner.
 - h. the SOGC Executive Officer and Manager of Government Business role will be abolished in line with advice **Sch 2.2(a)(ii)**.
 - i. following decision on the revised staff structure, SLT took the opportunity to identify other opportunities to streamline operations and better allocate the workload between operational directors. As a result of this discussion SLT agreed that responsibility for the on-call roster should sit with the Director, Specialist Operations moving forward. Noting this, it is SLT's expectation that operational directors meet regularly to discuss operational matters, including the on call roster.
 - j. **Sch 2.2(a)(a)(ii)** and **Sch 2.2(a)(ii)** to undertake training in preparation for implementation of iDelegate, and

- k. WorkSafe HR Delegations to be updated pending implementation and bargaining of new Enterprise Agreements.

6. SLT noted the following **finance** matters:

- a. the preparation of 2022-23 Budget Review Statements is underway to meet the Treasury's due date on Monday, 23 January 2023.
- b. potential cost pressure has been communicated to Treasury and cash flow will be continuously monitored by the Finance Team, and
- c. the Finance Team is working with Shared Services to create project codes for tracing expenses on major events, investigations and projects. A list of project codes and associated guidance will be provided to all staff in late January/early February 2023.

7. The following internal and Audit & Risk matters were discussed:

- a. a meeting with Sch 2.2(a)(xi) was held on 9 January 2023 to discuss Risk Appetite and Culture. The next meeting will be held on 13 February 2023 to discuss the WorkSafe ACT Risk Register. The second Audit will be pushed back to later in the year.
- b. it was noted that where possible Riskmans should be completed within 24 hours of the incident, and
- c. the Business Continuity Plan (BCP) is progressing well and will be delivered by the end of January.

8. The SLT noted the following key **operational** matters:

- a. SLT considered and discussed the Workforce Capability – Professional Regulation Program Nomination and online program for De-Regulation.

9. The SLT noted the following key **strategy** matters:

- a. SLT discussed and endorsed the Draft WorkSafe ACT people strategy. Sch 2.2(a)(ii) will present the strategy at the next Diversity Committee meeting following a period of consultation.

Other business:

NIL

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



7. SLT noted the following **finance** matters:
- the draft 2022-23 Budget Review Statements is expected to be finalised and provided to the Commissioner later this week, and
 - the December 2022 Financial Management Reports have been presented to the SLT and relevant financial issues were raised.
8. The following internal and Audit & Risk matters were discussed:
- the Sch 2.2(a)(xi) survey to all staff closes Friday 20 January 2023. All staff are encouraged to please complete this when able.
 - government and Ethics Audit has been pushed back until March.
 - for any staff answering phones and receiving any abusive or threatening calls are urged to please complete a riskman as soon as possible following the incident.
 - the Business Continuity Plan (BCP) is progressing well and will be delivered by the end of January.
9. The SLT noted the following key **operational** matters:
NIL
10. The SLT noted the following key **strategy** matters:
- long Service Leave delegations have been completed and will be sent to the Deputy Commissioner today and,
 - the ACT Public Service strategy draft has been prepared for consideration by the delegate.

Other business:

The Diversity Chair will be initiating a regular all staff email that will promote diversity and inclusion and how we can all practise these values each day. The first email will be about using gender preferred and gender neutral language at the workplace.

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



SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 31 January 2023

The Senior Leadership Team met on 31 January 2023. Sch 2.2(a)(ii) Chaired the meeting and [redacted] was an apology. No conflicts of interest were identified.

1. The Commissioner was pleased to have the first full SLT meeting of the year, with SOGB's in attendance and highlighted that it has been a very positive first month of 2023.
2. The Commissioner thanked the Investigations and Civil Teams for their continued great work.
3. The Commissioner thanked the Finance team, in particular Sch 2.2(a)(ii) for their efforts in managing our budget over the years as we grow.
4. The Commissioner highlighted the fantastic increase in inspection numbers from the general and construction teams. The Commissioner also encouraged that all inspectors please complete the National WHS Radar survey that was sent out this week.
5. The Commissioner thanked Sch 2.2(a)(ii) for providing the great draft strategy for ACT Public Service & Public Sector 2023-2025.
6. The Commissioner attended a monthly MBA meeting with Sch 2.2(a)(ii) last week who acknowledged the fabulous work of the WSACT comms team recently.
7. The Commissioner thanks the training and capability team for their continual hard work and is looking forward to the training session organised with Sch 2.2(a)(xi) this week.
8. The Commissioner and Deputy Commissioner attended an effective meeting with WSIR last week to discuss planning for the year ahead.
9. SLT noted the following key **staffing/corporate and WHS** matters:
 - a. SOGC position in General has gone live and closes 8 February 2023.
 - b. SOGC position in Construction has closed and the panel is currently assessing the applications.
 - c. WCO6 Inspector positions have closed with 59 applicants – shortlisting is to be undertaken later this week.
 - d. ASO6 Young Worker Strategy and Strategic Coordination roles have gone live and close 13 February 2023.
 - e. SOGA Chief Financial Officer position report is being finalised for consideration by delegate.
 - f. ASO6 Media and Communications process will be finalised shortly and,
 - g. position description for the EA role to The Commissioner is being finalised prior to advertising.
10. SLT noted the following **finance** matters:

NIL

11. The following internal and Audit & Risk matters were discussed:

- a. an audit meeting is scheduled for 13 February 2023 at which the WorkSafe ACT Business Continuity Plan will be discussed and the internal audit on risk culture and appetite will be tabled by BellchambersBarrett.

12. The SLT noted the following key **operational** matters:

- a. **Sch 2.2(a)(ii)** is attending an external meeting regarding Salesforce and will be presenting a relevant work order to The Commissioner shortly and.
- b. Developmental opportunities for inspectors regarding the on duty roster are currently in early discussion.

13. The SLT noted the following key **strategy** matters

NIL

Other business:

NIL

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

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SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 7 February 2023

The Senior Leadership Team met on 7 February 2023. [Sch 2.2(a)(ii)a)(ii)] Chaired the meeting and there were no apologies. No conflicts of interest were identified.

1. The Commissioner discussed the successful [Sch 2.2(a)(xi)] training that occurred last week and mentioned that it was valuable for both investigators and inspectors.
2. The Commissioner discussed the proceedings of her attendance at a Legislative Assembly public hearing last week as a witness regarding an amendment bill of the Work Health and Safety Act.
3. The Commissioner and [Sch 2.2(a)(ii)] informed SLT of their discussion with the Minister's Office last week regarding recommendations towards revising the current budget.
4. The Commissioner met with the Director General of Transport Canberra and City Services, [Sch 2.2(a)(ii)] last week. They discussed a guest speaking opportunity at a TCCS leadership forum that The Commissioner will attend in March.
5. The Commissioner met with [Sch 2.2(a)(ii)] last week to discuss the year ahead.
6. SLT noted the following key **staffing/corporate and WHS** matters:
 - a. SOGC position in General closes 8 February 2023.
 - b. SOGC position in Construction has closed and the panel is shortlisting the applications.
 - c. WCO6 Inspector positions have closed with 58 applicants and shortlisting underway.
 - d. ASO6 Young Worker Strategy and Strategic Coordination roles close 13 February 2023.
 - e. the successful candidate for the SOGA Chief Financial Officer is [Sch 2.2(a)(ii)] - congratulations.
 - f. the successful candidate for the ASO6 Media and Communications position is [Sch 2.2(a)(ii)] - well done and.
 - g. [Sch 2.2(a)(ii)] has moved from Labour Hire Licencing to the General inspectorate team.

As a reminder all selection advisory committee reports are to be put through the HR Team to ensure all documentation is included for the delegate's consideration.

7. SLT noted the following **finance** matters:
 - a. 2022-23 Budget Review has been delayed to Thursday 9 February due to assembly sittings.
 - b. The preparation of 2023-24 Budget business cases are ongoing and the Minister-endorsed business cases are due Monday 27 February.
 - c. the January 2023 finance management report will be presented to SLT next week, and
 - d. travel expenses guidance will be developed by the Finance team to assist all staff with reimbursement processes.

8. The following internal and Audit & Risk matters were discussed:
- a. an audit meeting has been delayed until early March 2023 at which the WorkSafe ACT Business Continuity Plan will be discussed and the internal audit on risk culture and appetite will be tabled by BellchambersBarrett.
9. The SLT noted the following key **strategy** matters:
- a. the Internal Communications Strategy is now complete. The paper was well received and the comms team complimented on the work. The outcome of the survey will involve a refresh of the following; All staff meetings, WorkSafe ACT Intranet and The WorkSafe ACT website. The Commissioner noted that WorkSafe ACT has a farewells policy that will continue to be followed. SLT encourage teams to farewell team members in line with the policy. The Commissioner also noted that the internal movement of staff is based on operational requirements, vacancies, and development opportunities these matters are not discussed widely with all staff as they are individual matters which may at times be protected by privacy laws.
 - b. SLT discussed the review of the current accountability indicators and how best to improve them. The Commissioner thanked Sch 2.2(a)(ii) for the great work on the review paper. Some points were raised to amend, remove, and add accountability indicators. The discussion is ongoing and will continue at the next SLT meeting.
10. The SLT noted the following key **operational** matters
- a. SLT discussed the workforce capability nominations process involving informal and formal training opportunities. In particular the formal first round nominations were discussed in regard to an external training opportunity.

Other business:

NIL

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



SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 14 February 2023

The Senior Leadership Team met on 14 February 2023. Sch 2.2(a)(i)a(ii) Chaired the meeting and there were no apologies. No conflicts of interest were identified.

1. The Commissioner discussed a meeting she attended with WSIR last week regarding changes to the infringement magistrates court effective from 20 March. As well as some LHL issues that will be raised with the minister this week.
2. The Commissioner discussed her attendance at the IEU Officer's Planning Day in Sydney as a guest speaker.
3. The Commissioner noted that the agency is very busy at the moment and a lot of great work is being done by all teams internally and externally.
4. The Commissioner gave a big thankyou to Sch 2.2(a)(i) and the finance team for their continual great work, specifically regarding; the Budget Business Case, Wellbeing case, Auditing with ACTIA and the regular finance reports.
5. SLT noted the following key **staffing/corporate and WHS** matters:
 - a. SOGC position in General has closed and the panel is shortlisting the applications.
 - b. SOGC position in Construction has closed and the panel is shortlisting the applications.
 - c. shortlisting for the WCO6 Inspector positions has completed and interviews will be undertaken next week.
 - d. ASO6 Young Worker Strategy and Strategic Coordination roles have closed and shortlisting will begin shortly.
 - e. the new Webex boards have been installed and are operational in the Small Conference Room and Interview Room on Level 4.
 - f. the new charging cables for the Mitsubishi Outlanders have arrived and are ready for use, and
 - g. there has been a lot of interest in the social club and some great ideas being put forward. A Social Club Committee will be established soon and a name will be decided upon – stay tuned.
6. SLT noted the following **finance** matters:
 - a. the roll out of Expense Management System (EMS) for an automated credit card acquittal and approval process has commenced. User training will be organised prior to the EMS implementation in early May 2023.
 - b. the January 2023 Financial Management Reports have been presented and financial performance issues were discussed with the SLT and,
 - c. revised financial delegations were approved by the Commissioner and uploaded to WorkSafe Intranet under the Finance section.

7. The following internal and Audit & Risk matters were discussed:
 - a. an audit meeting has been rescheduled to 15 March which the WorkSafe ACT Business Continuity Plan will be discussed and the internal audit on risk culture and appetite will be tabled by BellchambersBarrett.
8. The SLT noted the following key **strategy** matters:

NIL
9. The SLT noted the following key **operational** matters
 - a. SLT discussed the upcoming Multicultural festival this week and which teams will be attending. The completed operational plan for the event was presented to the Commissioner and has been distributed to SLT.
 - b. SLT was also reminded of the upcoming Canberra Show event being held next week. Any volunteers and comments were welcomed in preparation for the event.
 - c. SLT noted inspectors across the agency should be utilised for both the Multicultural Festival and the Canberra Show and,
 - d. the Diversity Committee will be meeting on Thursday to discuss a draft conciliation action plan involving the implementation of broadening the diversity of the inspectorate team.

Other business:

- a. TRIM access will be organised for ministerial correspondence and training for record keeping is to be provided to relevant staff in the near future.

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

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SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 21 February 2023

The Senior Leadership Team met on 21 February 2023. **Sch 2.2(a)(ii) a(ii)** Chaired the meeting and there were no apologies. No conflicts of interest were identified.

1. The Commissioner has received and discussed an invitation to be a keynote speaker at a conference in Taiwan from April 20 – 24 to speak on physical and psychological health and safety when working from home.
2. The Commissioner discussed her radio interview this week with ABC regarding her position in relation to silica bans and WorkSafe's risk management approach.
3. The Commissioner discussed last week's **Sch 2.2(a)(xi)** lessons learned session.
4. The Commissioner discussed meeting with the minister last week and highlighting issues with the LHL legislation.
5. The Commissioner noted that the next LHL meeting has been cancelled due to inability to make quorum.
6. The Commissioner attended a meeting with MBA last week regarding Civil Construction and noted Bob is engaging with MPC about how improvement notices impact ACT Government tenders.
7. The Commissioner and the Deputy Commissioner conferred with **Sch 2.2(a)(xi)** on costing for their legal services.
8. The Commissioner attended a meeting this week with Coroner Archer who stated that the length of investigations and prosecutions is concerning, particularly in the view of grieving families and injured workers.
9. The Commissioner informed SLT that she will be taking leave on Monday 27 to Tuesday 28 of February.
10. SLT noted the following key **staffing/corporate and WHS** matters:
 - a. panels have shortlisted for the SOGC positions in Construction and general and interviews will be undertaken next week.
 - b. interviews for the WCO6 inspector positions have now concluded and referee reports are being sought.
 - c. ASO6 Young Worker Strategy and Strategic Coordination roles have closed, and shortlisting will begin shortly.
 - d. a reconciliation action plan is to be developed in conjunction with WorkSafe ACT staff and Reconciliation Australia, and
 - e. uniform and PPE policies have been updated and emailed to staff.

SLT noted that **Sch 2.2(a)(ii)** and **Sch 2.2(a)(ii) a(ii)** met with Access Canberra to discuss its approach to controlling the risk of occupational violence for its staff. WorkSafe ACT is developing similar materials in recognition of the work our staff do and to manage this risk for our staff. WorkSafe ACT will develop:

- an Unreasonable Complaints Policy, to help guide when we should no longer be communicating with particular clients
- an occupational violence escalation pathway, and
- support processes for staff who are working remotely who may have interactions with clients and may experience occupational violence.

These matters will be progressed through the Staff Consultative Committee.

SLT discussed staffing and workforce planning matters. SLT noted that the SOGC, MIT (Sch 2.2(a)(i)) and the exhibits officer (Sch 2.2(a)(ii)) will be working off-line to finalise a brief of evidence, for four weeks from 1 March 2023. SLT agreed that the SOGC, Civil Construction and Regulatory Governance and Education (Sch 2.2(a)(ii)) would supervise MIT from 27 February 2023, in addition to existing duties. This will provide two days for Sch 2.2(a)(ii) hand over to Sch 2.2(a)(ii). MIT will work within that team's existing reporting line and work to Sch 2.2(a)(ii).

SLT also considered longer term reporting and structural arrangements for MIT. SLT agreed that Sch 2.2(a)(ii), Sch 2.2(a)(ii), Sch 2.2(a)(ii) and Sch 2.2(a)(ii)(a)(ii) will develop a consultation plan to engage with the union and affected staff prior to a decision being made on these matters. Consultation will occur during March 2023.

11. SLT noted the following **finance** matters:

- The preparation of 2022-23 Annual financial statements has been commenced. The Treasury released a draft Model Financial Statements for agencies' review for changes.
- 2023-24 business cases are in progress.
- There is a business case submission from Shared Services to develop a whole-of-government finance reporting system which plans to be implemented in 2024-25 or the following year, and
- the CFO attended a meeting with TCCS Chief Information Officer regarding the issues associated with Salesforce governance and security assurance.

12. The following internal and Audit & Risk matters were discussed:

- an audit meeting has been rescheduled to 15 March 2023 which the WorkSafe ACT Business Continuity Plan will be discussed and the internal audit on risk culture and appetite will be tabled by Sch 2.2(a)(xi)

13. The SLT noted the following key **strategy** matters:

NIL

14. The SLT noted the following key **operational** matters

NIL

Other business:

- the strategy team will now be producing quarterly reports rather than monthly reports, the first quarterly report for 2023 is now underway
- the Commissioner noted the impact of vexatious complaints
- the Commissioner and strategy team will be attending a careers expo in March at Lage Tuggeranong College, and
- The Canberra Show commences this weekend, and an Operational Plan has been circulated to SLT.

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

SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 28 January 2023

The Senior Leadership Team met on 28 February 2023. **Sch 2.2(a)(n)a)(ii)** Chaired the meeting and The Commissioner, **Sch 2.2(a)(ii)** **Sch 2.2(a)(ii)** were apologies and no conflicts of interest identified.

1. SLT noted the following key **staffing/corporate and WHS matters**
 - a. interviews have commenced for the SOGC positions on Construction and General.
 - b. four offers have been made and accepted for the WCO6 inspector roles.
 - c. shortlisting has commenced for the ASO6 Young Worker Strategy and Strategic Coordination positions.
 - d. shortlisting has commenced for the ASO5 Executive Assistant position.
 - e. the basement (B1 and B2) has been cleaned over the weekend. Some of the WorkSafe ACT vehicles are currently parked in different spots and will need to be returned to the correct parking space by inspectors on return from workplace visits, and
 - f. the development of the WorkSafe ACT reconciliation action plan has commenced with a great deal of consultation to take place over the next few months.
2. SLT noted the following **finance** matters:
 - a. the finance team is now working on the February 2023 monthly report.
 - b. 2023-24 business cases have been completed and sent to Treasury.
 - c. the finance team have developed a Travel Claims and Reimbursement Factsheet to assist travelling staff. Please find the fact sheet attached, and
 - d. the new Expense Management System for credit card acquittals will come into effect from May and user training will commence in the near future.
3. The following internal and Audit & Risk matters were discussed:
 - a. discussions have continued regarding the audit meeting on 15 March 2023 which the WorkSafe ACT Business Continuity Plan will be discussed and the internal audit on risk culture and appetite will be tabled by **Sch 2.2(a)(xi)**
4. The SLT noted the following key **operational** matters:
 - a. the Canberra show was reportedly well managed, with only a few Improvement Notices being issued, and
 - b. the next upcoming event is the Canberra Enlighten Festival, which will commence this weekend.
5. The SLT noted the following key **strategy** matters:

- a. the new mode of quarterly reporting and monthly data snapshots has been approved by the Commissioner. The team are now working on the first quarterly report for 2023.

Other business.

Nil

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

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SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 07 March 2023

The Senior Leadership Team met on 07 March 2023. **Sch 2.2(a)(ii)** Chaired the meeting and there were no apologies and no conflicts of interest identified.

1. The Commissioner discussed an upcoming worker's memorial and the opportunity to possibly focus on the effects of silica.
2. The Commissioner discussed that we will be releasing our response to the **Sch 2.2(a)(xi)** prosecutions review.
3. The Commissioner discussed and delegated speaking events for TCCS and MPA during her upcoming period of leave.

4. SLT noted the following key **staffing/corporate and WHS matters**

- a. interviews have concluded for the SOGC position in General and the report is being prepared for the delegate's consideration.
- b. the successful candidate for the SOGC position in construction is **Sch 2.2(a)(ii)** - well done.
- c. start dates have been agreed upon for the four new WCO6 inspectors as follows:

Sch 2.2(a)(ii)

- d. interviews have concluded for the ASO6 Strategic Coordination position with the report being prepared for the delegate's consideration.
- e. interviews for the ASO6 Young Worker Strategy Coordinator position will commence shortly.
- f. ASO5 Executive Assistant position interviews will commence this week, and
- g. work has commenced on developing a Reconciliation Action Plan with consultation with WorkSafe ACT staff and Reconciliation Australia about to commence.

5. SLT noted the following **finance** matters:

- a. Treasury is in discussions with the finance team about the 2023-24 business cases.
- b. a change is required for phase three of Salesforce development and system is consulting it with the vendor.

6. The following internal and Audit & Risk matters were discussed:
 - a. the WorkSafe ACT Business Continuity Plan and the internal audit on risk culture and appetite will be discussed at the next meeting on 15 March.

7. The SLT noted the following key **operational** matters:
 - a. **Sch 2.2(a)(i)** are attending Jervis Bay for inspections this week.

8. The SLT noted the following key **strategy** matters:
 - a. the strategy team have been liaising with Madam Speakers office to coordinate an MOU between the Legislative Assembly and WorkSafe ACT.

Other business.

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

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SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 14 March 2023

The Senior Leadership Team met on 14 March 2023. Sch 2.2(a)(ii) Chaired the meeting and Sch 2.2(a)(iv) was an apology and no conflicts of interest were identified.

1. The Commissioner thanked all teams for their continued efforts.
2. The Commissioner had a meeting with WSIR last week and discussed attending the lung bus and silica's potential banning.
3. The Commissioner discussed attending a civil construction site last week and gave thanks to the Civil team.
4. The Commissioner discussed attending a career's expo at Tuggeranong College last week and gave thanks to the Strategy and Communications teams.
5. The Commissioner, Deputy Commissioner and Sch 2.2(a)(ii) met with Sch 2.2(a)(xi) last week to request advice for a matter and potential charges.
6. The Commissioner met with the panel for the upcoming NRCoP Webinar last week to discuss themes and discussion points.
7. The Commissioner discussed potential amendments to Worker's Compensation procedures following examples from Western Australia.
8. SLT noted the following key **staffing/corporate and WHS matters**
 - a. the SOGC positions in General and Construction are being finalised.
 - b. interviews for the ASO6 Young Worker Strategy Coordinator position begin this week.
 - c. the ASO6 Strategic Coordinator position report is being prepared for the delegate.
 - d. the ASO5 Executive Assistant position report is being prepared for the delegate.
 - e. an ASO6 Senior Finance Officer (temp) position has been advertised and closes on 21 March.
 - f. Sch 2.2(a)(ii) has completed his contract and will be finishing at WorkSafe ACT on Tuesday this week.
 - g. staff will have access to free flu vaccinations in May.
 - h. work on the reconciliation action plan has commenced with a view to finishing before 30 June 2023, and
 - i. all vehicles now have floor mats, and a vacuum cleaner is available for use in the basement.

9. SLT noted the following **finance** matters:
- the February 2023 Finance Management Report indicates a slight decrease in expenses from the previous month.
 - the current FTE number has been discussed. The 2023-24 staffing capacity will be increased to 83 FTE.
 - discussions continue between Treasury regarding 2022-23 Business Cases, and
 - the Finance team will attend UAT for new credit card acquittal this week.
10. The following internal and Audit & Risk matters were discussed:
- the WorkSafe ACT Business Continuity Plan and the internal audit on risk culture and appetite will be discussed at the next meeting on 15 March, and
 - the second internal audit for 2022-23 will be around governance, ethics and culture.
11. The SLT noted the following key **operational** matters:
NIL
12. The SLT noted the following key **strategy** matters:
- external and internal discussions continue regarding amendments to Psychosocial and Silica Codes.
- Other business.
- the first Social Club meeting is scheduled for Tuesday afternoon this week, and
 - WSACT HR delegations have been updated and the process of moving towards iDelegate continues.

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



SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 21 March 2023

The Senior Leadership Team met on 21 March 2023. **Sch 2.2(a)(a)(ii)** chaired the meeting and **Sch 2.2(a)(ii)** attending as **Sch 2.2(a)(ii)** who was an apology, and no conflicts of interest were identified.

1. The Commissioner thanked all teams for their continued efforts. The recently published quarterly report has highlighted how much fantastic work each team is doing for the agency. The Commissioner also gave thanks to all who attended the **Sch 2.2(a)(xi)** Webinar on Monday this week.
2. The Commissioner discussed the media release of the Boland Prosecution Review last week and the radio interview and **Sch 2.2(a)(xi)** media that followed. The Commissioner encouraged all team members to read the review and our response and to support the work we are doing to ensure we achieve the recommendations.
3. The Commissioner discussed attending regular meetings last week with CFMEU and MBA.
4. The Commissioner discussed the response provided to the Coroner regarding coronial enquiries and possible amendments to the WHS Act.
5. The Commissioner discussed the publication of the ACT Magistrates decision regarding the Capitol Chilled Foods prosecution. Staff are encouraged to view through the provided link: [Tyrone Smithers v Capitol Chilled Foods \(Australia\) Pty Ltd - ACT Magistrates Court](#)
6. The Commissioner will be **Sch 2.2(a)(ii)** and will be out of office attending a conference in Taiwan as a guest speaker from 19 April 2023 to 24 April 2023.
7. SLT noted the following key **staffing/corporate and WHS matters**
 - a. the successful candidate for the SOGC position in General is **Sch 2.2(a)(ii)** well done!
 - b. Interviews have concluded for the ASO6 Young Worker Strategy position.
 - c. The report is being finalised for the ASO6 Strategic Coordinator position.
 - d. the successful candidate for the ASO5 Executive Assistant position is **Sch 2.2(a)(ii)**
 - e. the ASO6 Senior Finance Officer (Temp) position has been advertised and closes on March 21 2023.
 - f. WCO6 inspector positions have been advertised for Psychosocial, Licensing, Construction and General.
 - g. WCO6 investigator positions have been advertised for MIT, and
 - h. the first **Sch 2.2(a)(ii), Sch 2.2(a)(xi)**

8. SLT noted the following **finance** matters:
- a. Treasury has responded to a 2023-34 Business Case requesting more information.
 - b. first expenditure Review Committee meeting for the 2023-24 Budget will likely be attended in May on the Commissioners return from leave, and
 - c. the Finance Team will attend a second UAT training session for credit card acquittals to learn about the audit functions.
- g. The following internal and Audit & Risk matters were discussed:
- a. the WorkSafe ACT Business Continuity Plan was discussed at a meeting earlier this month and requires some minor amendments. The details of the next internal audit on risk culture were also discussed at this meeting.
 - b. the next audit and risk meeting will be conducted in June.
10. The SLT noted the following key **operational** matters:
NIL
11. The SLT noted the following key **strategy** matters:
NIL
- Other business.
NIL

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



SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 05 April 2023

The Senior Leadership Team met on 05 April 2023. Sch 2.2(a)(i) chaired the meeting. The Commissioner, Sch 2.2(a)(ii) and Sch 2.2(a)(i) (a)(ii) were apologies, and no conflicts of interest were identified.

1. The acting Commissioner provided a brief report and noted she had attended a TCCS leadership forum as a guest speaker this week and presented on leadership and the Work Health and Safety Act.
2. SLT noted Sch 2.2(a)(ii) presentation at an MPA session this week about the correlation between road safety and Work Health and Safety.
3. SLT noted the following key **staffing/corporate and WHS matters**:
 - a. the successful candidate for the ASO6 Young Worker Strategy Coordinator position is Sch 2.2(a)(ii) and she commences on 17 April 2023.
 - b. the successful candidate for the ASO6 Strategic Coordinator position is Sch 2.2(a)(ii) and she commences on 19 April 2023.
 - c. interviews are in progress for the ASO6 Senior Finance Officer position.
 - d. the WCO6 Inspector positions for Psychosocial and Licencing have closed, and shortlisting will commence shortly.
 - e. the temporary WCO6 investigator EOI process has closed and is currently being shortlisted.
 - f. the temporary WCO6 Inspector position for Construction has closed and shortlisting will commence shortly.
 - g. the WCO6 Inspector position for General is live and closes 7 April 2023.
 - h. the WCO6 permanent Investigator(s) position is live and closes 5 April 2023.
 - i. two Directorate Schedules are being put forward by WorkSafe ACT to be considered as part of the upcoming Enterprise Agreement bargaining.
 - j. delivery of the new vehicles is expected in late-May or early-June, and
 - k. SLT encourages staff to complete a Riskman if they have been in the office within two days of testing positive or showing symptoms of Covid-19.
4. SLT noted the following **finance** matters:
 - a. working on the March monthly report and reviewing the amount to seek as a Treasurers Advance.
 - b. determining the amount of the rollover of capital into 2023-24 (Salesforce), and
 - c. making adjustments to GBMS for superannuation and potential EA changes.

5. The following internal and Audit & Risk matters were discussed:
 - a. the audit on ethics, governance and culture has commenced with documentation being sent to auditors, and
 - b. the next audit and risk meeting will be held in mid-June and will discuss among other things the implementation of audit training.

6. The SLT noted the following key **operational** matters:

NIL

7. The SLT noted the following key **strategy** matters:

NIL

8. Other business.

SLT considered the consultative work undertaken by Sch 2.2(a)(ii) in regard to a proposed reporting line change for MIT. SLT agreed given the feedback received there was more work to be undertaken before a decision could be made.

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

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SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 13 April 2023

The Senior Leadership Team met on 13 April 2023. **Sch 2.2(a)(i)** chaired the meeting, The Commissioner, **Sch 2.2(a)(ii)** and **Sch 2.2(a)(i) (a)(ii)** were apologies, and no conflicts of interest were identified.

1. SLT noted key **staffing/corporate and WHS matters**. SLT noted that as WorkSafe ACT continues to expand there is a considerable amount of recruitment underway.
2. Recruitment is underway for a range of positions and the status of the positions currently being shortlisted are:
 - a. eight applications for the WCO6 Psychosocial Inspector positions were received
 - b. four applications were received for the WCO6 Licensing Inspector positions
 - c. the temporary WCO6 Construction Inspector position received 13 applications
 - d. the permanent WCO6 MIT Investigator positions received eight applications
 - e. the WCO6 General Inspector position received 18 applications, and
 - f. a temporary SOGC position for MIT to assist with dealing with more complex investigations in this heavy workload period will be advertised shortly.
3. The selection report for the temporary ASO6 Senior Finance Officer is being prepared for the delegate.
4. The successful candidate for the temporary WCO6 position in MIT is **Sch 2.2(a)(ii)** who will be commencing shortly.
5. SLT noted that the following staff are leaving WorkSafe ACT and wished all these staff well with their future endeavours:
 - a. **Sch 2.2(a)(ii)** last day is 19 April 2023
 - b. **Sch 2.2(a)(ii)** last day is 25 April 2023
 - c. **Sch 2.2(a)(ii)** last day is 27 April 2023, and
 - d. **Sch 2.2(a)(ii)** last day is 28 April 2023.
6. SLT noted the following staff movements:
 - a. **Sch 2.2(a)(ii)** is going on long term leave from 28 April 2023, and
 - b. **Sch 2.2(a)(ii)** returns to WorkSafe ACT on 17 April 2023.
7. SLT noted that the HR and Corporate team has created a generic position description for WCO6 positions that allows for the recruitment of inspectors across all teams in the agency which will be used moving forward.

8. SLT noted the following **finance** matters:
- the March monthly report will be tabled at SLT next week
 - the uncommitted Salesforce capital funds will be rolled over into 2023-24, and
 - a meeting with the ACT Audit Office was held around the timeline for the audit of the 2023-24 financial statements.
9. The following internal and Audit & Risk matters were discussed:
- staff are encouraged to complete the PAW survey that was circulated this week. The deidentified results of this survey will be provided to **Sch 2.2(a)(xi)** to help inform the current culture audit.
10. The SLT noted the following key **operational** matters:
- NIL
11. The SLT noted the following key **strategy** matters:
- NIL
12. In other business, the SLT discussed proposed WorkSafe ACT definitions of Sexual Harassment and Sexual Assault. SLT considered the suitability of the proposed definitions for the purpose of notification and if these definitions could be commonly understood by PCBU's and workers to avoid any ambiguity on what to report and when. Consultation on the proposed definitions will be undertaken with Workplace Safety Group in CMTEDD.

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



SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 18 April 2023

The Senior Leadership Team met on 18 April 2023. Sch 2.2(a)(ii) chaired the meeting, Sch 2.2(a)(ii) and Sch 2.2(a)(ii) were apologies, and no conflicts of interest were identified.

1. The Commissioner noted that she had accepted an invitation to speak at Clubs ACT on Thursday 25 May 2023.
2. The Commissioner will be attending a conference in Taiwan as a guest speaker from 19 to 24 April 2023. The Commissioner praised her speaking notes and thanked all involved.
3. SLT noted the following key **staffing/corporate and WHS** matters. Recruitment is underway for a range of positions, with the status of the positions currently being shortlisted:
 - a. the WCO6 Psychosocial Inspector positions have closed and are currently being shortlisted.
 - b. the WCO6 Licensing Inspector positions have closed and shortlisting will commence soon.
 - c. the temporary WCO6 Construction Inspector position has closed and shortlisting will commence soon.
 - d. the permanent WCO6 MIT Investigator positions have closed and are currently being shortlisted.
 - e. the WCO6 General Inspector position has closed and shortlisting will commence soon.
 - f. a temporary SOGC position for MIT is live and will close on Friday 28 April 2023, and
 - g. the selection report for the temporary ASO6 Senior Finance Officer is being finalised and prepared for the delegate's consideration.
4. SLT noted that Sch 2.2(a)(ii) last day with WorkSafe ACT is 28 April 2023 and wished him well with his future endeavours:
5. SLT noted the following staff movements:
 - a. Sch 2.2(a)(ii) returned to WorkSafe ACT on 17 April 2023.
6. SLT noted the following **finance** matters:
 - a. the March monthly financial report
 - b. one vehicle (217 121) was driven significantly less than the others with only 3.8km for the month of March – this was mainly due to the fact that it had a flat battery and required a service
 - c. the three WorkSafe ACT budget bids, and
 - d. Salesforce capital funds rollover.

7. The following internal and Audit & Risk matters were discussed:
- the PAW survey is currently at a 25% completion rate. The deidentified results of this survey will be provided to **Sch 2.2(a)(xi)** to help inform the current culture audit.
8. The SLT noted the following key **operational** matters:
- SLT discussed the training being conducted on 19 April at the **Sch 2.2(a)(xi)** on silica control measures. Multiple teams and managers will be attending.
 - Sch 2.2(a)(xi)** is hosting an open day on 13 June 2023 in Hume with an aim to educate the public on safe work practice. Inspectors are encouraged to attend.
9. The SLT noted the following key **strategy** matters:
- Silica fact sheets are currently underway and are expected to be released with the upcoming 'Silica Saturdays' program.
 - All WorkSafe ACT staff are encouraged to attend the **Sch 2.2(a)(xi)** Workers' Memorial Day event on 28 April. An invitation will be sent to all staff shortly.

Other business:

NIL

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

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SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 27 April 2023

The Senior Leadership Team met on 27 April 2023. Sch 2.2(a)(ii) chaired the meeting. Sch 2.2(a)(ii) was an apology, and no conflicts of interest were identified.

1. The Commissioner stated she is glad to be back and gave thanks to Sch 2.2(a)(ii) and Sch 2.2(a)(ii) and the entire SLT for their work whilst acting during her leave and trip to Taiwan.
2. The Commissioner gave a brief overview of her time in Taiwan and described the overwhelmingly respectful Taiwanese people. She also mentioned how extravagant, ceremonial, and formal each event was and how very grateful she was for the experience.
3. The Commissioner also gave thanks to Sch 2.2(a)(ii) for writing the Taiwan Conference Speech as it was so well received. She also gave thanks to Sch 2.2(a)(ii) for the very well written Worker's Memorial Speech.
4. SLT noted the following key **staffing/corporate and WHS matters**:
 - a. the successful candidate for the ASO6 Senior Finance Officer position is Sch 2.2(a)(ii).
 - b. interviews for the WCO6 psychosocial inspector positions commence next week.
 - c. the panel for the WCO6 licensing inspector positions is preparing the report for the delegate.
 - d. the panels are shortlisting for the WCO6 temp Inspector for construction, the WCO6 investigator and the WCO6 inspector for general.
 - e. the temporary SOGC position for the investigations team (projects) closes on 28 April 2023.
 - f. the WCO6 occupational hygiene position closes 9 May 2023.
 - g. Sch 2.2(a)(ii)
 - h. the new WorkSafe cars are expected to arrive in late May.
 - i. the first Sch 2.2(a)(xi) and
 - j. unfortunately, we are no longer allowed to bring dogs into the Nara Centre for visits.
5. SLT noted the following **finance matters**:
 - a. Sch 2.2(a)(ii) thanked Sch 2.2(a)(ii) and Sch 2.2(a)(ii) for their acting work whilst she was away in Japan.
 - b. the two-part budget adjustment with the due date of 27 April 2023.
 - c. a brief for noting to go to the Minister's Office regarding capital Rollover, and
 - d. the Finance Team to attend a series of accounting training organised by the Treasury for the 2022-23 annual financial statements.

6. The following internal and Audit & Risk matters were discussed:
 - a. the internal auditors have met with a number of staff to discuss culture and governance to inform their audit, and
 - b. the PAW survey is 66% complete and will close when it hits 80%, all staff are encouraged to complete the survey as soon as possible.
7. The SLT noted the following key **operational** matters:

NIL
8. The SLT noted the following key **strategy** matters:

Other business.

SLT noted that the consultation for the reporting line changes for the MIT has now been finalised. Affected staff were advised of the following decisions on 21 April 2023:

The team will be renamed the Investigations Team and it will sit in a new group called Investigations and Reviews. This group will be led by Sch 2.2(a)(ii) will be the Director Investigations and Reviews. Sch 2.2(a)(ii) will be the Assistant Director of Investigations. Recruitment is underway for a temporary SOG C level investigator to undertake complex investigations, this SOGC will report to Sch 2.2(a)(ii). All staff currently working in the Major Investigations Team will move to the Investigations Team.

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



SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 02 May 2023

The Senior Leadership Team met on 2 May 2023. Sch 2.2(a)(i)a(ii) chaired the meeting. Sch 2.2(a)(ii) and Sch 2.2(a)(ii) were apologies, and no conflicts of interest were identified.

1. The Commissioner was extremely happy with the success of the Workers Memorial Day Service and wanted to thank all staff who attended, particularly those involved in the setup and pack down of the event.
2. The Commissioner noted the All Staff Meeting set down for 3 May 2023 advising that all staff are required to attend.
3. SLT noted the following key **staffing/corporate and WHS** matters:
 - a. the panel for the WCO6 psychosocial inspector positions is preparing the report for the delegate.
 - b. shortlisting is currently underway for the WCO6 temporary inspector position in Construction, the WCO6 Investigator in the Investigations Team and the WCO6 Inspector for General.
 - c. the temporary SOGC position in the Investigations team (projects) received 8 applications and shortlisting is underway.
 - d. the permanent WCO6 MIT Investigator positions have closed and are currently being shortlisted.
 - e. WorkSafe ACT has decided to participate in the 2024 graduate program looking for someone with policy/communication/corporate skills.
 - f. the clothing store located on B1 is well stocked and available for staff to obtain any necessary clothing items.
 - g. the iDelegate area of JaCS has set up a working group to update the HR delegations resulting from the current EA discussions and WorkSafe ACT will participate in this exercise, and
 - h. Sch 2.2(a)(xi)
4. SLT noted the following **finance** matters:
 - a. a brief for noting has gone to the Minister's Office regarding the rollover of capital funds into 2023-24 for Salesforce, and
 - b. the ERC hearing for the WorkSafe ACT budget bids will be held on Friday.
5. The following internal and Audit & Risk matters were discussed:
 - a. the current internal audit on culture and governance is progressing well with the staff interviews conducted. The results are being pulled together and will be combined with information from the current PAW Survey which will close soon.

6. The SLT noted the following key **operational** matters:

NIL

7. The SLT noted the following key **strategy** matters:

- a. the Heads of Work Safety Authorities (HWSA) will be meeting in Canberra next week, 11 May. The meeting will be held across the road at 220 London Circuit with the strategy team reviewing meeting papers and briefing Jacqui in advance of her attendance.

Other business:

SLT noted that in addition to the changes announced last week in relation to the reporting line changes for Investigations the Civil Construction team will move into the newly formed *Occupational Hygiene and Civil Construction* team reporting to Jon Heard. This is within the existing Specialist Operations, Communication and Capability group led by Sch 2.2(a)(ii) Recruitment for the Director. Specialist Operations has now commenced.

SLT discussed which team should be responsible for skills and training related matters. and to discuss and bring back to the next SLT meeting.

SLT discussed whether there was a need for a dedicated young worker inspector (previously undertaken by Sch 2.2(a)(ii)). SLT agreed there was a need and asked to develop an options paper for consideration at a future SLT meeting.

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

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SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 09 May 2023

The Senior Leadership Team met on 09 May 2023. ^{Sch 2.2(a)(ii)} a)(ii) chaired the meeting. ^{Sch 2.2(a)(ii)} was an apology, and no conflicts of interest were identified.

1. The Commissioner gave a reminder to SLT of the importance of our work at WorkSafe ACT and its effect on the broader ACT community. All staff should be wearing the responsibility with pride and commitment whilst not losing sight of our goal to keep all workers safe.
2. The Commissioner discussed her meeting with HIA last week regarding changes to the WorkSafe ACT website.
3. The Commissioner thanks The Deputy Commissioner, ^{Sch 2.2(a)(ii)} 2(a)(ii) and The Finance Team for their work over the past 6 months in relation to the Budget Business Cases. The Commissioner attended ERC last week and states it was promising.
4. The Commissioner gave thanks to ^{Sch 2.2(a)(ii)} for their efforts in relation to prosecution processes and prioritisation.
5. The Commissioner noted the great work ^{Sch 2.2(a)(ii)} and the team are doing with training.
6. The Commissioner discussed a meeting with TCCS this week, TCCS thanked the Deputy Commissioner for guest speaking at their Leadership Forum.
7. SLT noted the following key **staffing/corporate and WHS matters**:
 - a. the WCO6 Psychosocial Inspector position report has been sent to the delegate for consideration.
 - b. the WCO6 Licensing Inspector position report has been sent to the delegate for consideration.
 - c. interviews will commence shortly for the WCO6 Construction Inspector position.
 - d. interviews will be held on 11 May for the WCO6 Investigator position.
 - e. the panel is shortlisting for the WCO6 General Inspector position.
 - f. interviews will commence shortly for the SOG C Investigations Team (project) position.
 - g. the WCO6 Occupational Hygiene position closed 9 May 2023.
 - h. the ASO5 Digital Communication Officer position closes on 22 May 2023.
 - i. the SOGB Special Operations position was recently advertised.
 - j. the WorkSafe ACT Reconciliation Action Plan is being developed, and
 - k. there will be new policies and procedures around COVID-19 protocol released soon.

8. SLT noted the following **finance** matters:

- a. the Finance Team are currently working on the April 2023 Finance Management Report.
- b. the Expense Management System for credit card acquittals has gone live, and
- c. the Finance team requests that all invoices be sent directly to the AP Invoice system at APINVOICES@act.gov.au and not through the Finance Inbox. Guidance on invoice processes are available on WorkSafe SharePoint under "Finance".

9. The following internal and Audit & Risk matters were discussed:

- a. the PAW survey has now closed with the highest completion rate to date. The summary reports have been passed on to Sch 2.2(a)(xi) for review.

10. The SLT noted the following key **operational** matters:

NIL

11. The SLT noted the following key **strategy** matters:

Other business.

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

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SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 16 May 2023

The Senior Leadership Team met on 16 May 2023. **Sch 2.2(a)(ii)** chaired the meeting, there were no apologies, and no conflicts of interest were identified.

1. The Commissioner discussed multiple positive reminders she encountered over the past week on why WorkSafe ACT staff choose to commit to WHS and Worker Safety.
2. The Commissioner discussed a meeting she attended last week regarding Restorative Justice implications.
3. The Commissioner discussed attending the most recent HWSA meeting and thanked all staff involved in the organisation. The Commissioner also thanked the strategy team for the HWSA briefing pack and Jurisdictional Update.
4. The Commissioner attended an ALERA conference last week as a guest speaker and thanked the Strategy and Media & Communications teams for their efforts on the presentation.
5. The Commissioner discussed the **Sch 2.2(a)(xi)** Lesson's Learned training session last week. The team at **Sch 2.2(a)(xi)** stated that ACT participation is excellent and are seeking any feedback on the sessions.
6. The Commissioner discussed attending a preparation meeting ahead of the LHLAC meeting scheduled for next week.
7. The Commissioner discussed meeting with CFMEU and alerting them to relevant infringements as well as the potential for high-risk licence suspensions for periods of time.
8. The Commissioner reminded SLT to ensure everyone in their team updates their signature block to conform with ACT Government requirements.
9. SLT noted the following key **staffing/corporate and WHS matters**:
 - a. the successful candidates for the WCO6 Psychosocial Inspectors are **Sch 2.2(a)(ii)** and **Sch 2.2(a)(ii)**.
 - b. there were no applicants found suitable for the WCO6 Licensing Inspector position.
 - c. shortlisting has commenced for the temporary WCO6 Construction Inspector position.
 - d. interviews are to commence shortly for the WCO6 Investigator position.
 - e. interviews are to commence shortly for the WCO6 General Inspector position.
 - f. the successful candidate for the temporary SOGC Project Investigator position is **Sch 2.2(a)(ii)**.
 - g. shortlisting is to commence shortly for the WCO6 Occupational Hygiene position.
 - h. the ASO5 Digital Communications Officer position closes 22 May 2023.
 - i. the SOGB Specialist Operations position closed 16 May 2023.
 - j. the acknowledgement of country and signature block artwork has been updated, a reminder to all staff to please update their signature blocks.
 - k. a misconduct guideline document is currently being drafted.

- l. there was a reminder to staff regarding the appropriate way to handle any confronting situations regarding PCBUs over the phone.
- m. the uniform shop on B1 is fully stocked, and
- n. the WorkLess Social Club is planning the next event with a number of ideas being circulated.

10. SLT noted the following **finance** matters:

- a. the April 2023 Management Reports were presented, and finance performance was discussed.
- b. The number of Labour Hire License applications has been decreased in April 2023 compared to the previous months.
- c. following the Expenditure Review Committee meeting, Treasury will organise a meeting to discuss 2023-24 business cases.
- d. the additional capital injection requirements towards phase three of Salesforce, and
- e. uniform orders, staff reimbursements and health & wellbeing applications must go through staff members relevant manager instead of the Corporate Team.

11. The following internal and **Audit & Risk** matters were discussed:

- a. the next Audit & Risk meeting is scheduled for mid-June 2023, and
- b. the draft report from Sch 2.2(a)(xi) is due next week regarding the recent internal audit of culture and governance.

12. The SLT noted the following key **operational** matters:

- a. the operational impact that the upcoming Inspector training will have on the workforce, and ways of managing the impacts.

13. The SLT noted the following key **strategy** matters:

- a. Legislative Assembly has requested to meet regarding the proposed MOU, and
- b. SLT's annual planning day that is scheduled for 17 May 2023.

Other business.

SLT discussed the Evaluation of National Safe Work Month 2022 and gave thanks to [redacted] and the Media and Communications team for the amazing work. As well as began discussions around the planning for National Safe Work Month 2023.

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



SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 23 May 2023

The Senior Leadership Team met on 23 May 2023. **Sch 2.2(a)(ii)** chaired the meeting, there were no apologies, and no conflicts of interest were identified.

1. The Commissioner thanked SLT and all WorkSafe ACT staff members for their continued efforts and hard work as usual.
2. The Commissioner discussed and thanked all involved for the well-handled pharmacy matter last week. The Commissioner reminded the meeting of our status as an independent statutory authority.
3. The Commissioner attended a National Labour Hire Licensing meeting and was particularly inspired by the work of VIC in this space.
4. The Commissioner and Deputy Commissioner attended the monthly Minister's meeting last week. Minister Gentleman gave positive feedback and encouragement to the continued work focusing on the Civil Construction Sector.
5. The Commissioner thanked **Sch 2.2(a)** for the organisation of the WorkSafe ACT Planning Day (Planfest!!!) last week that was highly productive and successful.
6. SLT noted the following key **staffing/corporate and WHS matters**:
 - a. interviews for the WCO6 Construction Inspector position will commence this week.
 - b. the successful candidate for the WCO6 Investigator position is **Sch 2.2(a)(ii)**
 - c. interviews are to commence shortly for the WCO6 General Inspector position.
 - d. interviews are to commence shortly for the WCO6 Occupation Hygiene position.
 - e. the ASO5 Digital Communications Officer position received 43 applications.
 - f. shortlisting has commenced for the SOGB Specialists Operations position.
 - g. the SOGC Occupational Hygiene position closes 31 May 2023.
 - h. the SOGB Operations position closes 2 June 2023.
 - i. the ASO6 Senior HR Advisor position closed on 23 May 2023.
 - j. the importance of including WPVs to Jervis Bay visits in 2023-24.
 - k. the EAP will soon be using an online booking tool.
 - l. all IT requests, including the purchase of cases and keyboards are to go directly through the HR and Corporate team.
 - m. a Staff Consultative Committee meeting is being held this Friday.
 - n. the document outlining the misconduct guidelines has been drafted for discussion, and
 - o. the WorkLess Social Club is hosting the Biggest Morning Tea fundraiser this week on Thursday 25 May 2023 in the Level 4 Kitchen.

7. SLT noted the following **finance** matters:

Sch 2.2(a)(xi)

- b. ongoing review on budget adjustments in relation to the current Enterprise Bargaining Agreement, office accommodation and other matters.
- c. the due date for business cases being 30 June 2023.
- d. the removal of former staff from H drive list, and
- e. a reminder to all staff to use One drive and save space on H drive.

8. The following internal and **Audit & Risk** matters were discussed:

- a. the next Audit & Risk meeting is scheduled for mid-June 2023, and
- b. the draft report from **Sch 2.2(a)(xi)** regarding the recent internal audit of culture and governance has been received.

9. The SLT noted the following key **operational** matters:

- a. the upcoming asbestos, silica, white card and rail training sessions, and
- b. the positive feedback regarding the Diploma of Government training.

10. The SLT noted the following key **strategy** matters:

- a. the great work being done by the Worker's Compensation team in terms of premium recovery. As well as discussions around potential Labour Hire Licensing and Worker's Compensation yearly information sessions for PCBU's, and
- b. the progress of the WorkSafe ACT Planning Day (Planfest!!!) outcomes and plan of distribution.

Other business.

SLT discussed WorkSafe ACT's position to SWA's consultation regarding the usage of terms for upcoming codes of practice.

SLT also discussed the required review of the MOU between WorkSafe ACT and Access Canberra.

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



SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 30 May 2023

The Senior Leadership Team met on 30 May 2023. Sch 2.2(a)(ii) chaired the meeting. Sch 2.2(a)(ii) was an apology and no conflicts of interest were identified.

1. SLT **noted** the following update from the WHS Commissioner:
 - a. the Labour Hire Licensing Advisory Committee meeting was held during the week where a review of the LHL Act and an increase in regulatory tools were topics discussed.
 - b. delivered a presentation to Clubs ACT where there was good engagement.
 - c. attended an ANZSOG CEO Forum where discussion centred on how to sustain organisations post-COVID19. Following on from the CEO Forum, a session on organisational sustainability will be held with the SLT, and
2. SLT **noted** the following key staffing/corporate/audit and risk/WHS matters:
 - a. the report is being prepared for the temporary WCO6 Construction Inspector position.
 - b. the report for the WCO6 General Inspector positions is currently being finalised.
 - c. interviews will be held shortly for the WCO6 Occupational Hygiene position.
 - d. shortlisting is underway for the ASO5 Digital Communications Officer position.
 - e. Interviews for the SOGB Specialists Operations position will be held shortly.
 - f. the SOGC Occupational Hygiene position closes on 31 May 2023.
 - g. the SOGB General and Construction Operations closes on 2 June 2023.
 - h. the interviews for the ASO6 Senior HR Advisor position will be held on 1 June 2023.
 - i. Sch 2.2(a)(ii) last day at WorkSafe ACT will be 30 June 2023. Sch 2.2(a)(ii) will go on leave from 5 June 2023 and we wish him all the best in his new role and thank him for all his efforts.
 - j. a Staff Consultative Committee meeting is being held on 31 May 2023, and
 - k. the Biggest Morning Tea held last week was successful.
3. The SLT **discussed** the large number of written complaints lodged by staff about other staff recently. The complaints mainly relate to conflict and interactions in the workplace. All staff are reminded of the requirement to act professionally and treat each other with respect as required by the ACTPS Code of Conduct. To address some of these issues the HR Team has developed the *WorkSafe ACT Misconduct and Internal Grievance Guidelines* which are attached for information.
4. The SLT **noted** that the results of the recent internal audit on culture and governance, which incorporated feedback from the People at Work Survey, will be distributed to all staff in the near future, along with management's response to the findings and recommendations. These findings will be discussed at the upcoming Audit and Risk Committee meeting.
5. SLT **noted** the following finance matters:

- a. the three WorkSafe ACT budget business cases will return to ERC for consideration soon.
- b. a number of adjustments will be made to the WorkSafe ACT budget in 2023-24 including the methodology for costing ICT, the allocation of the flexi-space costs across directorates and the receipt of some additional capital from JaCS for the system implementation for amendments made to the Magistrate's Court Act in regard to payment plans for infringements.
- c. information on the amount of the regulatory levy is being sought from WSG, and
- d. the ACT Audit Office is releasing its audit strategy for the 2022-23 financial statements in the next few days.

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

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SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 06 June 2023

The Senior Leadership Team met on 06 June 2023. **Sch 2.2(a)(ii)a)(ii)** chaired the meeting. **Sch 2.2(a)(ii)** was an apology, and no conflicts of interest were identified.

1. The Commissioner, Deputy Commissioner and **Sch 2.2(a)(ii)** attended a meeting last week with the Labour Hire Licensing Commissioner of Victoria and members of their team.
2. The Commissioner attended a regular meeting last week with HIA and discussed relevant Silica updates.
3. The Commissioner attended the OZHelp 2023 Suicide Awareness Ball on the weekend.
4. The Commissioner discussed the matter of ACT taking over as the Chair for the HWSA Psychosocial COP.
5. The Commissioner discussed a meeting she attended last week with an injured worker and highlighted the importance of our work and our responsibility to injured workers.
6. SLT noted the following key **staffing/corporate and WHS matters**:
 - a. **Sch 2.2(a)(ii)** the successful candidate for the WCO6 Psychosocial Inspector position commences on 26 June 2023.
 - b. the successful candidate for the temporary WCO6 Construction position is **Sch 2.2(a)(ii)** Schofield, and he will commence on 2 July 2023.
 - c. the paperwork is being prepared for the delegate for the WCO6 General Inspector position.
 - d. interviews will be held shortly for the WCO6 Occupational Hygiene position.
 - e. interviews will be held next week for the ASO5 Digital Communications Officer position.
 - f. 7 applications were received for the SOGB Specialist Operations position.
 - g. 5 applications were received for the SOGC Occupational Hygiene position.
 - h. SOGB Operations position closed on 2 June 2023.
 - i. interviews were held on 1 June 2023 for the ASO6 Senior HR Advisor position and the report is being prepared for the delegate.
 - j. **Sch 2.2(a)(ii)** commences as an ASO5 in HR (to cover Ainav while she is on leave) on 7 June 2023.
 - k. **Sch 2.2(a)(ii)** commences as a SOGB in Finance on 8 June 2023, and
 - l. SLT noted that 2 riskmans were lodged this past week.
7. SLT noted the following **finance matters**:
 - a. the Government Budget Management System closes COB 06 June 2023. The 2023-24 Statement of Intent (SOI) is due to CMTEDD on 13 June 2023, and

- b. the Audit Strategy has been received and the interim audit was commenced. Key focus areas for 2022-23 audit include employee benefits and accountability indicators.
8. The following internal and **Audit & Risk** matters were discussed:
- a. the next Audit & Risk meeting is scheduled for mid-June 2023, and
 - b. the draft report from Sch 2.2(a)(xi) regarding the recent internal audit of culture and governance has been received.
- g. The SLT noted the following key **operational** matters:
NIL
10. The SLT noted the following key **strategy** matters:
NIL
- Other business.

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



SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 14 June 2023

The Senior Leadership Team met on 14 June 2023. **Sch 2.2(a)(ii)** chaired the meeting. **Sch 2.2(a)(ii)** and **Sch 2.2(a)(ii)** were apologies, and no conflicts of interest were identified.

1. The Commissioner gave thanks to all involved in the work to develop the 2023-24 Statement of Intent and Accountability Indicators. These will be provided to all staff following the release of the ACT Budget on Tuesday, 27 June.
2. The Commissioner stated that it has been a very busy week of clearance items for herself and the Deputy Commissioner.
3. The Commissioner discussed the outcomes and actions arising for WorkSafe ACT of the Strategic Board Meeting she attended last week.
4. The Commissioner discussed the Media coverage last week regarding the Sexual Harassment Notification changes.
5. The Commissioner attended a WHS Council meeting last week and discussed the relevant matters from the meeting. The Commissioner noted that an additional extraordinary meeting of the Council will be held on 16 June 2023 to finalise ACT Codes of Practice for Psychosocial and Silica.
6. The Commissioner discussed the Pacific Formwork & Precast Projects Open Day and the engagement and networking opportunities that came from the day.
7. The Commissioner advised the ACT Government is considering extending the Silica Training compliance date by three months.
8. SLT noted the following key **staffing/corporate and WHS matters**:
 - a. as the agency has a budget boost in 23-24 and WorkSafe ACT continues to expand, recruitment will continue to be a focus and in the short term there are upcoming recruitment rounds for vulnerable workers inspectors, psychosocial inspectors at the WCO5 and 6 level, inspectors in the Investigations, Construction and General Teams and a legal policy officer.
 - b. the successful candidate for the WCO6 General Inspector position is **Sch 2.2(a)(ii)** (commencing on 26 June 2023). **Sch 2.2(a)(ii)** was also successful in this round and will be permanently appointed in the Investigations Team – well done **Sch 2.2(a)(ii)**.
 - c. interviews were held this week for the WCO6 Occupational Hygiene position.
 - d. interviews are to be held this week for the ASO5 Digital Communications Officer position.
 - e. the successful candidate for the recently advertised SOGB position is **Sch 2.2(a)(ii)** who commences on 3 July 2023. **Sch 2.2(a)(ii)** will begin working directly with **Sch 2.2(a)(ii)** in Investigations and Review.
 - f. **Sch 2.2(a)(ii)** will commence as the SOGC Occupational Hygiene on 19 June 2023.
 - g. **Sch 2.2(a)(ii)** **Sch 2.2(a)(ii)** will be acting as the Senior Inspector within the Construction team, commencing Monday 19 June 2023. As a result of **Sch 2.2(a)(ii)** move, civil construction will move with him.

- h. **Sch 2.2(a)(ii)** is moving to the Civil Construction team, commencing 19 June 2023.
 - i. **Sch 2.2(a)(ii)** will be moving into a brand new role of Assistant Director, Compliance and Enforcement, commencing 19 June 2023. **Sch 2.2(a)(ii)** will work closely with the new Director, General and Construction Operations and among other things will play a key liaison role with the Strategy Team.
 - j. **Sch 2.2(a)(ii)** will act as the Senior Inspector within the General team, commencing Monday 19 June 2023.
 - k. the report is being prepared for the delegate for the SOGB General and Construction Compliance Operations position.
 - l. the successful candidate for the ASO6 Senior HR Advisor position is **Sch 2.2(a)(ii)** – great work **Sch 2.2(a)(ii)**
 - m. **Sch 2.2(a)(ii)** has moved temporarily to the Workers' Compensation team.
 - n. **Sch 2.2(a)(ii)** is taking two weeks leave prior to leaving WorkSafe ACT. **Sch 2.2(a)(ii)** role will be filled through the current recruitment round for the Investigations Team.
- g. SLT discussed the following **internal WHS matters**:
- a. it was noted that there were two RiskMan reports submitted in the past week.
 - b. SLT agreed that the role of the HSR and Deputy HSR should be elevated and agreed that WHS must play a larger part of the Staff Consultative Committee. SLT noted that **the HSR and the Deputy HSR will work together to improve internal communication and reporting and to provide a clear avenue for staff to raise WHS matters.**
10. SLT agreed that **consultation with staff and their representatives on changes to the Agency's reporting lines** will commence during the week of 19 June 2023. In addition to other communication, the Commissioner will host an extraordinary all staff meeting to answer questions during the consultation period.
11. SLT noted the following **finance** matters:
- a. 2023-24 Statement of Intent that has been approved by the Commissioner and are to be sent to CMTEDD.
 - b. Treasury has sent final budget initiative title and description for the Commissioner and Minister's approval
 - c. the agency's current FTE which is trending towards this year's budgeted FTE.
 - d. 2023-24 Budget is scheduled on 27 June 2023.
 - e. the upcoming newsletter will include Shared Services EOFY due dated regarding invoices, reimbursements, and credit card acquittals, and
 - f. the May 2023 Financial Management Reports and associated dashboard have been presented and financial performance was discussed.
12. The following internal and **Audit & Risk** matters were discussed:
- a. the Audit Committee meeting is on 15 June 2023, where BellChambersBarrett will report on the most recent internal audit on governance, ethics and culture. The audit report and management's response will be circulated to all staff once finalised.
13. The SLT noted the following key **operational** matters:
- NIL
14. The SLT noted the following key **strategy** matters:
- NIL
- Other business.

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

SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 20 June 2023

The Senior Leadership Team met on 20 June 2023. Sch 2.2(a)(a)(ii) chaired the meeting. Sch 2.2(a)(ii) and Sch 2.2(a)(ii) were apologies, and no conflicts of interest were identified.

1. The Commissioner discussed the most recent Minister's meeting and Minister Gentleman's willingness to participate in the Public Sector week of National Safe Work Month.
2. The Commissioner discussed her recent focus on the investigation team's work and is pleased with their prioritisation and progress.
3. The Commissioner advised SLT of the recent passing from WSG of the Silica code of Practice as well as the Psychosocial Code of practice. All staff involved in this progression should feel very proud of this achievement.
4. The Commissioner discussed the most recent radio interview with 2CC regarding the mandatory notification of sexual assault in workplaces.
5. The Commissioner advised SLT of her disappointment in relation to a notifiable incident last week regarding an unfenced pool within a worksite. The Commissioner stated that she will write to Building and Compliance regarding the matter.
6. The Commissioner gave thanks to the Sch 2.2(a)(a)(ii) and Sch 2.2(a)(ii) for their efforts in recent HR matters.
7. SLT noted the following key **staffing/corporate and WHS matters**:
 - a. the panel for the WCO6 Occupational Hygiene position is awaiting referee reports.
 - b. the panel for the ASO5 Digital Communications Officer position is preparing the report for the delegate.
 - c. the successful candidate for the SOGB Operations position is Sch 2.2(a)(ii)
 - d. the WCO5 and WCO6 Inspector positions are live and close 28 June 2023.
 - e. the WCO5 Investigator position is live and closes 29 June 2023.
 - f. WorkSafe ACT will be sponsoring the CITC and HIA awards.
 - g. a meeting is being held this week with ACT Property Group to discuss the future accommodation plans for the agency.
 - h. the on-call phone will be transferred from Optus to Telstra as the network provider to ensure greater coverage. and
 - i. training for the new REDCO's will be held this week.
8. SLT discussed the following **internal WHS matters**:
 - a. there were no RiskMan's lodged over the past week.
 - b. consultation with staff and their representatives on changes to the Agency's reporting lines will commence during the week of 19 June 2023. The Commissioner will address the consultation and answer questions at the next scheduled all staff meeting on 5 July 2023.

- g. SLT noted the following **finance** matters:
- a. 2023-24 Budget is scheduled on 27 June 2023.
 - b. currently waiting for Treasurer's approval for 2023-24 Statement of Intent, and
 - c. all invoices need to be redirected through APIAS to the Finance team for making payment by midday 26 June 2023.
10. The following internal and **Audit & Risk** matters were discussed:
- a. the audit and risk meeting held last week was successful, with additional management comments to be added to the draft internal audit report on culture and governance, and
 - b. the proposal to continue with **Sch 2.2(a)(xi)** as our internal auditors in 2023-24 was endorsed and agreed by the WHS Commissioner.
11. The SLT noted the following key **operational** matters:
- NIL
12. The SLT noted the following key **strategy** matters:
- NIL

Other business.

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

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SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 27 June 2023

The Senior Leadership Team met on 20 June 2023. Sch 2.2(a)(ii) chaired the meeting, Sch 2.2(a)(ii) and Sch 2.2(a)(ii) were apologies, and no conflicts of interest were identified.

1. The Commissioner discussed the successful and promising visit from Property Group ACT, regarding WorkSafe ACT's future accommodation plans.
2. The Commissioner attended a productive brainstorm meeting with the investigations team last week. She gave thanks to the Investigations team for their ongoing hard work.
3. The Commissioner discussed reviewing the current service charter following contact from United Worker's Union.
4. The Commissioner thanked Sch 2.2(a)(ii) and the training team for their work and progress towards Salesforce Phase three.
5. The Commissioner attended a productive introductory meeting last week with the acting DPP.
6. The Commissioner discussed possible improvements to the management of proactive campaigns, including closing off each campaign with a finalised report.
7. The Commissioner commended the communications team for their recent work on the sexual harassment campaign, in particular the most recent video posted to LinkedIn.
8. The Commissioner noted the positivity around the agency and thanks SLT for their ongoing efforts to improve culture.
9. SLT noted the following key **staffing/corporate and WHS matters**:
 - a. the panel is preparing the report for the delegate for the WCO6 Occupational Hygiene position.
 - b. the report for the ASO5 Digital Communications Officer position is with the delegate.
 - c. the successful candidate for the SOGB Operations position is Sch 2.2(a)(ii), who will be commencing on 31 July 2023.
 - d. the WCO5 and WCO6 Inspector positions in Psychosocial closed on 28 June 2023.
 - e. the WCO5 Investigator position is live and closes today.
 - f. multiple external stakeholder contracts and sponsorships have been renewed for the next financial year.
 - g. a meeting was held with ACT Property Group to discuss the future accommodation plans for the agency all looks promising for a move to Level 5, Nara Centre, and
 - h. the WorkLess Social Club's next event is Xmas in July at the George Harcourt on 6 July 2023
10. SLT discussed the following **internal WHS matters**:
 - a. there were no RiskMans lodged over the past week.
 - b. consultation with staff and their representatives on changes to the Agency's reporting lines has commenced. Staff are encouraged to provide feedback and, the Commissioner will address the consultation and answer questions at the next scheduled all staff meeting on 5 July 2023.

11. SLT noted the following **finance** matters:

- a. 2023-24 Statement of Intent has been published following Chief Minister's announcement.
- b. outcome from interim audit will be shared with SLT once interim audit report is received from the Audit Office.

12. The following internal and **Audit & Risk** matters were discussed:

- a. following the audit and risk meeting held this month, additional management comments have been added to the draft internal audit report on culture and governance.

13. The SLT noted the following key **operational** matters:

NIL

14. The SLT noted the following key **strategy** matters:

- a. a meeting with Access Canberra regarding a potential function handover.
- b. the coordination and commencement of the 2022-23 annual report in the next couple of weeks, and
- c. the assessment of Wesfarmers insurance expansion.

Other business.

The Communications team proposed to change the NSW/M fundraising charity this year. The proposal included fundraising for the Canberra Rape Crisis Centre, to align with WorkSafe ACT's key focuses on sexual harassment and sexual assault this year. SLT endorsed the proposal.

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



SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 4 July 2023

The Senior Leadership Team met on 4 July 2023. **Sch 2.2(a)(ii)** chaired the meeting. **Sch 2.2(a)(ii)** and **Sch 2.2(a)(ii)** were apologies, and no conflicts of interest were identified.

1. The Commissioner discussed the outcomes of proactive compliance efforts versus resourcing and the importance of changing the current focus on residential construction. Particularly by moving from repeat infringements to investigations and prosecutions. The Commissioner advised that Industry stakeholders will be engaged via comms to support this movement. As well as the DPP offering investigation training to inspectors towards the end of the year.
2. The Commissioner gave thanks to **Sch 2.2(a)(ii)** and investigations team for their continued hard work and for a breakthrough with an outstanding case.
3. The Commissioner discussed attending and presenting at the Data Driven Regulators Conference last week. The Commissioner received great engagement with the New Zealand regulator and are now looking at potential collaboration opportunities.
4. The Commissioner met with **Sch 2.2(a)(xi)** and the DPP last week to discuss plans for collaborations regarding future prosecutions for WorkSafe ACT. Discussions continued around potentially developing an MOU between WorkSafe ACT and the DPP regarding this matter.
5. The Commissioner discussed meeting with WSG last week to discuss their response to the recently distributed WorkSafe ACT Public Service and Public Sector Strategy.
6. The Commissioner discussed and highlighted the importance of management input into the correct process of probation periods for all new starter staff members.
7. SLT noted the following key **staffing/corporate and WHS matters**:
 - a. the ASO5 Digital Comms position is with the delegate and pending approval.
 - b. the WCO5 Psychosocial Inspector position received 8 applications.
 - c. the WCO6 Psychosocial inspector position received 6 applications.
 - d. the WCO6 Investigator position received 22 applications, and
 - e. the current and predicted future usage of the vehicles was discussed with a view to decrease the number of vehicles on current order from three to two.
8. SLT discussed the following **internal WHS matters**:
 - a. there were no RiskMans lodged this past week, and
 - b. feedback is still welcome during the current restructure consultation period. to **Sch 2.2(a)(ii)** or **Sch 2.2(a)(ii)**. The Commissioner will address staff, answer questions and take feedback on Wednesday at the all staff meeting.

- g. SLT noted the following **finance** matters:
- a. the Finance team are preparing the annual financial statement for the 2022-23 financial year.
 - b. Any invoices relating for 2022-23 which haven't been submitted to APIAS, need to be advised to the Finance team ASAP.
 - c. meeting with Salesforce representatives to discuss business objective and future plans, and
 - d. requesting to the GSO to correct the 2022-23 contingent liabilities relating to active investigations.

10. The following internal and **Audit & Risk** matters were discussed:

- a. additions to the management comments on the recent internal audit on governance and culture continue with Sch 2.2(a)(xi)

11. The SLT noted the following key **operational** matters:

NIL

12. The SLT noted the following key **strategy** matters:

NIL

Other business.

SLT discussed attendance opportunities for SLT members regarding the upcoming annual Master Builders ACT Asset Construction Hire Awards night.

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



SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 10 July 2023

The Senior Leadership Team met on 10 July 2023. **Sch 2.2(a)(ii)a(ii)** chaired the meeting, there were no apologies, and no conflicts of interest were identified.

1. The Commissioner discussed the ongoing progression of prosecution matters, and recent productive meetings with the DPP, JACS, WSG and the internal investigations team. The Commissioner gave thanks to the investigations team for their continued hard work on the progression to prosecutions and note the expected prosecution number this year will be record breaking for WorkSafe ACT. Inspectors will receive training in the near future regarding the production of briefs of evidence.
2. The Commissioner informed SLT of receiving the first dispute resolution request in regard to right of entry **Sch 1 1.2**
Sch 2.2(a)(xi)
3. The Commissioner discussed the most recent all staff meeting and thanked all staff for their attendance. The Commissioner noted the success of the current set up of all staff meetings and thanked the LHL team for their efforts.
4. The Commissioner provided an update regarding the proposed staff restructure consultation, stating that the CPSU now has until 21 July 2023 to provide any feedback or comments prior to WorkSafe ACT's final consideration.
5. The Commissioner informed SLT of a HSR workgroup meeting to be held the morning of Tuesday 11 July, and encouraged all to attend.
6. SLT noted the following key **staffing/corporate and WHS matters**:
 - a. the successful candidate for the ASO5 Digital Comms Officer is **Sch 2.2(a)(ii)** with a start date yet to be confirmed.
 - b. the WCO5 Psychosocial Inspector position received eight applications.
 - c. the WCO6 Psychosocial Inspector position received six applications.
 - d. the WCO6 Investigator position received 22 applications.
 - e. the WCO6 Vulnerable Worker Inspector positions have gone live and closes 22 July 2023.
 - f. the ASO6 Systems Administrator position has gone live and closes 27 July 2023.
 - g. ongoing discussions continue with ACT Property Group regarding the move to level 5.
 - h. the current vehicle order has been amended to two cars instead of three, and
 - i. a HSR working group discussion has been organised for this morning of Tuesday 11 with all staff encouraged to attend and participate as necessary.

7. SLT discussed the following **internal WHS matters**:
 - a. there were no RiskMans lodged in the past week, and
 - b. feedback on the proposed restructure can be sent to Sch 2.2(a)(ii) a)(ii) or Sch 2.2(a)(ii) (a)(ii)
We are currently awaiting feedback from the CSPU.

8. SLT noted the following **finance** matters:
 - a. the Finance team are continuing to prepare the annual financial statement for the 2022-23 financial year.

9. The following internal and **Audit & Risk** matters were discussed:
 - a. the next audit and risk meeting is scheduled for 31 July 2023, and
 - b. the HR team to discuss and organise a proposed plan regarding audit topics for this financial year.

10. The SLT noted the following key **operational** matters:

NIL

11. The SLT noted the following key **strategy** matters:
 - a. the production of the annual report has commenced, and SLT were reminded of the strict deadlines for information. All staff can now expect information requests to be circulated from the strategy team through relevant SOG A's.

Other business.

SLT noted that since the legislation change, there has been three notifications regarding sexual assault within workplaces that have been recorded.

SLT also discussed the operational effects of staff leave and informed SLT to ensure ample notice for leave requests. To aid with the approval of leave, SLT ask that all staff regularly update the WorkSafe ACT Staff Roster accordingly. Please find it attached below for your convenience.

<https://objective.act.gov.au/#/documents/A32539891>

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



SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 18 July 2023

The Senior Leadership Team met on 18 July 2023. **Sch 2.2(a)(i)a(ii)** chaired the meeting. **Sch 2.2(a)(i)** was an apology, and no conflicts of interest were identified.

1. The Commissioner discussed attending a Hatchery Mental Health Strategy panel last week, stating it was successful and received positive feedback and engagement.
2. The Commissioner informed SLT of the positive movements towards prosecutions and noted the way forward of Investigations team and comms team collaborating to prepare media releases.
3. The Commissioner met with the Constructions Occupations Registrar to discuss the disappointing pool fence matter previously brought to SLT's attention. The Commissioner was informed that audits and plans are in the work's for repeat offenders in regards to pool fence noncompliance.
4. The Commissioner discussed attending an internal brain storming meeting last week regarding residential construction strategies. The Commissioner thanked the Data team for their input and progression in this area.
5. The Commissioner attended a Minister's Office meeting which included discussions surrounding the residential construction strategy.
6. The Commissioner reminded SLT that then standard operating hours of WorkSafe are 8.30am to 4.51pm.
7. SLT noted the following key **staffing/corporate and WHS matters**:
 - a. interviews are in progress for the WCO5 and WCO6 Psychosocial Inspector positions.
 - b. interviews will begin shortly for the WCO6 Investigator position.
 - c. the WCO6 Vulnerable Worker Inspector positions close 20 July.
 - d. the ASO6 Systems Administrator position closes 27 July.
 - e. the SOGC temp Training and Capability position closes 26 July.
 - f. the ASO6 Salesforce administrator position closes 27 July.
 - g. **Sch 2.2(a)(i)** will be taking leave from 19 July 2023 until January 2024, and
 - h. The consideration period has commenced for the new administrative EA.
8. SLT discussed the following **internal WHS matters**:
 - a. there was one RiskMan lodged in the past week.
 - b. SafeWork Victoria is attending WorkSafe ACT this week to look into some issues referred by the HSR, and
 - c. feedback on the proposed restructure can be sent to **Sch 2.2(a)(i)a(ii)** or **Sch 2.2(a)(i)a(ii)**. The CSPU held a meeting with staff yesterday to hear feedback.

9. SLT noted the following **finance** matters:
- a. in 2022-23 financial year, WorkSafe ACT met the target 2% addressable spend that is spent with Aboriginal and Torres Strait Islander enterprises
10. The following internal and **Audit & Risk** matters were discussed:
- a. the next audit and risk meeting is scheduled for 31 July 2023.
11. The SLT noted the following key **operational** matters:
- NIL
12. The SLT noted the following key **strategy** matters:
- a. the

Other business.

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



SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 25 July 2023

The Senior Leadership Team met on 25 July 2023. **Sch 2.2(a)(ii)a(ii)** chaired the meeting, Sarah Towers was an apology, and no conflicts of interest were identified.

1. The Commissioner provided the opportunity for reflection regarding the devastating loss of Dr **Sch 2.2(a)(ii)** this week. Damian was an incredible leader, and this loss will be felt far and wide across the ACTPS. Particularly by our agency, as he was a strong supporter of our work and continuously provided support to the Commissioner and Deputy Commissioner. A Condolences electronic book to pass on messages and words to Damian's family will be circulated.
2. The Commissioner gave thanks to all teams for their continued work during this difficult and busy time. It does not go unnoticed and is always appreciated.
3. SLT noted the following key **staffing/corporate and WHS matters**:
 - a. the panels are finalising the selection reports for the WCO5 and WCO6 Psychosocial Inspector positions.
 - b. interviews commenced this week for the WCO6 Investigator position.
 - c. the WCO6 Vulnerable Worker Inspector positions received 19 applications.
 - d. the ASO6 Systems Administrator position closes 27 July 2023.
 - e. the temporary SOGC Capability and Training position closes 26 July 2023.
 - f. the ASO5 Finance Officer position closes 2 August 2023.
 - g. the WCO5 Inspector bulk round closes 2 August 2023.
 - h. a temporary SOGC position in Construction has gone live and closes 9 August 2023.
 - i. a temporary SOGC position in General has gone live and closes 4 August 2023.
 - j. there is a Nara tenants meeting scheduled this week to discuss the accommodation options.
 - k. new wireless mice and keyboards have been ordered, please contact the corporate team if you require one.
 - l. ACT Property Group has organised the testing and tagging of Levels 4 and 5 electrical equipment on Wednesday 26 July 2023, and
 - m. nominations for the Deputy HSR role/s close 31 August 2023.
4. SLT discussed the following **internal WHS matters**:
 - a. the Union has provided feedback regarding the proposed staffing restructure. The Deputy Commissioner is in the process of considering this and will shortly provide a response.

- b. WorkSafe Victoria conducted its investigation last week and is drafting a final workplace visit report. Thanks were given to **Sch 2.2(a)(ii)** for their assistance in this matter, and
 - c. three RiskMans were lodged over the past week.
5. SLT noted the following **finance** matters:
- a. the Finance team are now finalising the new statement to be endorsed and sent to the Audit office by 3 August 2023, and
 - b. the process for training expense allocation and approvals between the SOGA'S and the training and capability team.
6. The following internal and **Audit & Risk** matters were discussed:
- a. the HR team is working on the topics for the 2023-24 internal audits
 - b. the next audit and risk committee meeting is being held on 31 July 2023.
7. The SLT noted the following key **operational** matters:
NIL
8. The SLT noted the following key **strategy** matters:
- a. the annual report progress update was discussed. A reminder was provided to all that each delegated annual report section is to be cleared by 4 August 2023, and
 - b. new accountability indicators were discussed and preparation for distribution has commenced.

Other business.

The preparation for National Safe Work Month was discussed, the Comms team are currently focusing on the campaign options.

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



SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 1 August 2023

The Senior Leadership Team met on 1 August 2023. Sch 2.2(a)(ii) chaired the meeting, there were no apologies, and no conflicts of interest were identified.

1. The Commissioner gave thanks to Sch 2.2(a)(ii) and Sch 2.2(a)(i) for their great work regarding the Sch 2.2(a)(ii) matter. All staff were thanked for their understanding and willingness to assist in eliminating the risks to our workplace regarding the matter.
2. The Commissioner highlighted the outcomes of the most recent PAW survey and had a discussion with SLT regarding positive outcomes, trends, and improvements to be made. The Commissioner noted that approximately 82% of staff participated in the survey and the overall psychosocial risks in the workplace was deemed to be a minimal concern.
3. The Commissioner advised that the PAW results will be released to all staff and focus groups will be held to discuss the outcomes and ways forward.
4. The next step is for Senior Directors to put forward a plan to SLT about arrangements for the focus groups.
5. SLT noted the following key **staffing/corporate and WHS matters**:
 - a. the reports are with the delegate for the WCO6 and WCO5 Psychosocial Inspector positions.
 - b. the report is being prepared for the delegate for the WCO6 Investigator position.
 - c. there were 19 applications received for the WCO6 Vulnerable Worker Inspector positions.
 - d. there were 10 applications received for the temporary SOGC position in Capability and Training.
 - e. There were 9 applications received for the ASO6 Systems Administrator position.
 - f. the ASO5 Finance Officer position closes 2 August 2023.
 - g. the WCO5 Inspector positions closes 2 August 2023.
 - h. the SOGC General Senior Inspector position closes 4 August 2023.
 - i. the SOGC Construction Senior Inspector position closes 9 August 2023.
 - j. there were 5 nominations for Deputy HSR role/s, which will be progressed to the Commissioner for consideration.
 - k. all staff are reminded that there is a vacuum cleaner stored in the clothing store (B1) which is available to use for the vehicles.
 - l. it was Sch 2.2(a)(ii) last day at WorkSafe ACT on 31 July 2023.
 - m. it is Sch 2.2(a)(ii) last day at WorkSafe ACT on 4 August 2023, and
 - n. it is Sch 2.2(a)(ii) last day at WorkSafe ACT on 4 August 2023.
6. SLT discussed the following **internal WHS matters**:

- a. there was one riskman lodged this past week.

7. SLT noted the following **finance** matters:

- a. the 2022-23 Annual Financial Statements have been produced and provided to the Commissioner for approval. They will be sent to the Audit Office by 3 August 2023.

8. The following internal and **Audit & Risk** matters were discussed:

- a. Sch 2.2(a)(ii) (a)(ii) Sch 2.2(a)(ii) 2(a)(ii) and the Deputy Commissioner attended the audit committee meeting on 31 July 2023. There were three topics discussed for the 2023-24 internal audits and they will be circulated once confirmed.

9. The SLT noted the following key **operational** matters:

NIL

10. The SLT noted the following key **strategy** matters:

- a. the annual report progress update was discussed. A reminder was provided to all that each delegated annual report section is to be cleared by 4 August 2023, and
- b. distribution of the new accountability indicators was discussed.

Other business.

SLT reviewed and discussed the findings of the WorkSafe Victoria WPV report. The Commissioner and will advise the HSR and Deputy HSR the report should be made available to the workgroup. The Commissioner thanked Sch 2.2(a)(ii) and all WorkSafe employees who assisted the Inspectors from Victoria to complete their work.

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



SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 7 August 2023

The Senior Leadership Team met on 7 August 2023. **Sch 2.2(a)(ii)a)(ii)** chaired the meeting, there were no apologies, and no conflicts of interest were identified.

1. The Commissioner gave thanks to the Finance team for their great work on the annual financial statement. The Commissioner highlighted the importance of following up on compliance for infringement notices and requested this be of focus in the next financial year.
2. The Commissioner discussed the results of the most recent audit report noting that there were no new issues raised and gave thanks to the audit committee for their work.
3. The Commissioner discussed presenting last week at the Canberra College AEU Subbranch regarding Work-related violence. Noting that the misconceptions and misunderstanding of WHS and in particular HSR's was very surprising. The Commissioner then discussed options regarding HSR networking.
4. The Commissioner thanked the Deputy Commissioner for the great work in relation to the current consultation process and is pleased with its progression thus far.
5. SLT noted the following key **staffing/corporate and WHS matters**:
 - a. the successful candidate for the WCO5 Psychosocial positions are **Sch 2.2(a)(ii)** with a start date to be confirmed.
 - b. the successful candidate for the WCO6 Psychosocial position is **Sch 2.2(a)(ii)** with a start date to be confirmed.
 - c. the report is with the delegate for the WCO6 Investigator positions.
 - d. the panel has shortlisted seven applicants for the WCO6 Vulnerable Worker Inspector positions.
 - e. the SOGC temporary Capability and Training position received 10 applications.
 - f. the ASO6 Salesforce Administrator position received 9 applications.
 - g. the ASO5 Finance Officer position received 52 applications.
 - h. the bulk round WCO5 Inspector positions closes on 8 August 2023.
 - i. the SOGC General Senior Inspector position closed on 4 August 2023.
 - j. the SOGC Construction Senior Inspector position closes on 9 August 2023.
 - k. **Sch 2.2(a)(ii)** last day at WorkSafe ACT is 11 August 2023.
 - l. **Sch 2.2(a)(ii)**'s last day at WorkSafe ACT was 4 August 2023, and
 - m. four Deputy HSR's were nominated and selected - **Sch 2.2(a)(ii)**, **Sch 2.2(a)(ii)** and **Sch 2.2(a)(ii)**.

6. SLT discussed the following **internal WHS matters**:
- there were two RiskMan submissions lodged this past week.
7. SLT discussed the proposed **Organisation Chart**:
- consultation continues on the proposed Organisation Chart following the Deputy WHS Commissioner's meeting with the CPSU.
 - two new proposals were considered, and both will be put to all staff.
 - discussions should be held as part of team meetings next week and comments can be feed through teams to SOGAs and to SLT.
 - feedback can be provided through the CPSU or via email to Sch 2.2(a)(a)(ii)
8. SLT noted the following **finance** matters:
- the 2022-23 Annual Financial Statements have been provided to the Audit Office, and
 - the ACT Audit Office will make contact shortly regarding the timing of the audit process.
9. The following internal and **Audit & Risk** matters were discussed:
- the Audit and Risk Committee has agreed on three internal audit topics: complaints handling, business resilience and financial processes.
10. The SLT noted the following key **operational** matters:
NIL
11. The SLT noted the following key **strategy** matters:
NIL
- Other business.
NIL

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



SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 15 August 2023

The Senior Leadership Team met on 15 August 2023. **Sch 2.2(a)(ii)** chaired the meeting. **Sch 2.2(a)(ii)** was an apology, and no conflicts of interest were identified.

1. The Commissioner spoke about the training provided over the last week including investigations, lessons learned and brief preparation. She also confirmed that the training to be held this week on respect in the workplace and run by the Professional Standards Unit is mandatory for all staff. The Commissioner spoke about the HWSA meeting held last week in Melbourne which **Sch 2.2(a)(ii)** and **Sch 2.2(a)(ii)** attended; the upcoming presentation on scaffolding to be held on Wednesday next week and the great work done by **Sch 2.2(a)(ii)** who was on call over the weekend.
2. SLT noted the following key **staffing/corporate and WHS matters**:
 - a. the successful candidates for the WCO6 Investigator positions were **Sch 2.2(a)(ii)** and **Sch 2.2(a)(ii)** who will both start in early September.
 - b. the WCO6 Vulnerable Worker Inspector positions have been shortlisted and interviews are being organised.
 - c. the SOGC temporary Capability and Training position received 10 applications.
 - d. the ASO6 Salesforce Administrator position received 9 applications.
 - e. the ASO5 Systems and Training position received 13 applications.
 - f. the ASO5 Finance Officer position received 51 applications which have been shortlisted for interview.
 - g. there were 36 applications for the bulk round WCO5 Inspector positions. a panel has been organised and shortlisting should commence shortly.
 - h. the temporary SOGCs for Construction and General have both closed.
 - i. the bulk WCO6 Inspector positions will be advertised soon.
 - j. the new EBM role will be advertised soon.
 - k. the Legal Policy Officer position will be advertised soon.
 - l. **Sch 2.2(a)(ii)** last day at WorkSafe ACT will be 18 August.
 - m. a visit to JBT has been arranged.
 - n. a meeting will be held with ACT Property Group on Tuesday to look through Level 5, Nara Centre.
 - o. there are a number of FOI requests currently being undertaken, and
 - p. the 2022-23 WorkSafe ACT Annual Report is on track.

3. SLT discussed the following **internal WHS matters**:
 - a. there were no RiskMan submissions lodged in the past week
 - b. training is being arranged for the new Deputy HSRs, and
 - c. feedback is currently being sought on the proposed staff restructure.

4. SLT noted the following **finance** matters:
 - a. the response to the Estimates Committee report is due on 23 August, and
 - b. a Finance Community of Practice of accounting and finance professionals across the ACTPS has been established to assist with mentoring and training.

5. The following internal and **Audit & Risk** matters were discussed:
 - a. the Audit and Risk Committee has agreed on the timing of the three internal audits for 2023-24 – the audits will cover complaints handling, business resilience and financial processes.

6. The SLT noted the following key **operational** matters:
 - a. the *Aged Care Proactive Campaign Report 2023* was tabled and discussed and is attached for information. SLT thanked the team for the great work.

7. The SLT noted the following key **strategy** matters:
 - a. a presentation at Global Energy Training Solutions was held on Monday and went extremely well with positive feedback from the inspectors who attended.

No other business.

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



SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 22 August 2023

The Senior Leadership Team met on 22 August 2023. **Sch 2.2(a)(ii)** chaired the meeting, there were no apologies, and no conflicts of interest were identified.

1. The Commissioner thanked all staff for their continued efforts and noted inspectors have been out and about, the progression of mini briefs, the ongoing recruitment and thanked the strategy team for their work on the Annual Report.
2. The Commissioner discussed the great work happening in the space of prosecutions. Noting that three matters have been finalised, two matters are currently before the court and another three are expected to be before the courts by the end of the year. The Commissioner stated this is a record for WorkSafe prosecutions. The Commissioner commended the team for their work.
3. The Commissioner discussed attending the past week's regular meetings with the WHS Council Chair and WSG, with no significant updates.
4. The Commissioner highlighted recent concerns regarding asbestos and gave a direction to all inspectors not to enter a site if there is a suspicion of asbestos. The Commissioner also advised that inspectors will be offered baseline health monitoring. **Sch 2.2(a)(ii)** will consult with DS inspectors about health monitoring in their team.
5. SLT noted the following key **staffing/corporate and WHS matters**:
 - a. the report is being prepared for the WCO6 Vulnerable Worker Inspector positions.
 - b. interviews will commence shortly for the SOGC Capability and Training temporary position.
 - c. interviews will commence shortly for the ASO5 Systems and Training position.
 - d. interviews will commence shortly for the ASO6 Salesforce Administrator position.
 - e. interviews for the ASO5 Finance Officer position will be held on Friday 25 August.
 - f. the Executive 1.2 Executive Branch Manager position has gone live and closes on 1 September 2023.
 - g. the SOGC Assistant Director Finance position closes on 24 August 2023.
 - h. shortlisting will commence shortly for the WCO5 Inspector bulk round.
 - i. the SOGC Senior Inspector General position received 5 applications and interviews will be held on 25 August 2023.
 - j. the SOGC Senior Inspector Construction position received 6 applications and interviews will be held on 25 August 2023.
 - k. **Sch 2.2(a)(ii)** last day at WorkSafe was 18 August 2023.

- l. the updated HR delegations have been sent to the Commissioner for consideration and sign off, and
- m. ^{Sch 2.2(a)(ii)}(a)(ii) will attend the Reconciliation Action Plan (RAP) Roadshow in September to progress WorkSafe ACT RAP.

6. SLT discussed the following **internal WHS matters**:

- a. there were no RiskMan's lodged this past week.
- b. SOG As will follow up on PAW focus group arrangements.

7. SLT noted the following **finance matters**:

- a. the Treasury circulated the recommendations from the Select Committee for the 2023-24 Estimated last Friday. No recommendations were allocated to WorkSafe ACT responding to the Committee.
- b. the 2023-24 Statement of Performance has been submitted to the Audit Office for their assurance engagement.
- c. the Deputy Commissioner and ^{Sch 2.2(a)(ii)}2(a)(ii) will meet with an external consultant to discuss and work on Access Canberra's costing model, and
- d. the process is being developed for connecting financial transactions between Salesforce payment gateway and Worksafe financial system.

8. The following internal and **Audit & Risk** matters were discussed:

NIL

9. The SLT noted the following key **operational** matters:

NIL

10. The SLT noted the following key **strategy** matters:

NIL

Other business.

NIL

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



SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 29 August 2023

The Senior Leadership Team met on 29 August 2023. [Sch 2.2(a)(ii)] chaired the meeting. There were a number of apologies – [Sch 2.2(a)(ii)] [Sch 2.2(a)(ii)] [Sch 2.2(a)(ii)] [Sch 2.2(a)(ii)] and [Sch 2.2(a)(ii)]. There were no conflicts of interest identified.

1. There was no Commissioner report this week.
2. SLT noted the following key **staffing/corporate matters**:
 - a. the WCO6 Vulnerable Worker Inspector positions are currently being finalised.
 - b. the temporary SOGC Capability and Training position is being progressed.
 - c. Interviews have been conducted for the ASO6 Salesforce Administrator position a report is being prepared for the delegate.
 - d. the ASO5 Systems and Training position has been shortlisted and interviews are planned.
 - e. the report for the ASO5 Finance Officer position is being prepared for the delegate.
 - f. the bulk round WCO5 Inspector positions has been shortlisted with interviews planned for early September.
 - g. there were 18 applications for the SOGC Assistant Director Finance role.
 - h. the SOGC General Senior Inspector and SOGC Construction Senior Inspector positions are being finalised.
 - i. the bulk WCO6 Inspector positions close tomorrow.
 - j. the new EBM position closes on 1 September.
 - k. the Legal Policy Officer position closes on 7 September.
 - l. [Sch 2.2(a)(ii)]' last day at WorkSafe ACT was 23 August.
 - m. welcome to [Sch 2.2(a)(ii)] who commenced in the Psychosocial Team on Monday.
 - n. there is still no word from ACT Property Group around the proposed consolidation of WorkSafe ACT on Level 5, Nara Centre.
 - o. the WorkSafe ACT Reconciliation Action Plan (RAP) is progressing.
 - p. the WorkSafe ACT Study Assistance Guidelines were recently circulated.
 - q. there are a large number of new and near new items in the Clothing Store on B1.
 - r. there are a couple of FOI requests currently being undertaken, and
 - s. the 2022-23 WorkSafe ACT Annual Report is on track.
3. SLT discussed the following **internal WHS matters**:
 - a. there were two RiskMan submissions lodged in the past week.

4. SLT noted the following **finance** matters:
 - a. the closing report from the ACT Audit Office on the 2022-23 financial statements is due soon.
 - b. the procedure for ordering uniforms from **Sch 2.2(a)(xi)** is for the requesting officer to complete the details and have the order form signed by their manager with their SOGA/B approving the spending of public money. The resulting invoice is then checked by the requesting officer against the order.
 - c. WorkSafe ACT will be using the whole of government process for the reimbursing the health and wellbeing allowance. The reimbursement (up to \$100) is available once each fringe benefit tax year (from 1 April to 31 March) after certain criteria have been met.
5. There were no **Audit & Risk** matters discussed.
6. The SLT noted the following key **operational** matters:
 - a. the preamble for the Record of Interview is being modified

Other business.

There was general discussion on the outcome of the recent People At Work (PAW) Survey results including training for SOGCs on having management discussions with staff; bonding and team building exercises across the organisation; and flexibility and consistency in work from home arrangements and flex across the operational and corporate teams. There will be further discussion on these matters with information, including the survey results, to be provided to all staff soon.

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



SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 5 September 2023

The Senior Leadership Team met on 5 September 2023. ^{Sch 2.2(a)(n)a)(ii)} chaired the meeting. There were a number of apologies including ^{Sch 2.2(a)(ii)} ^{Sch 2.2(a)(n)(a)(ii)} and ^{Sch 2.2(a)(ii)}. There were no conflicts of interest identified.

1. There was no Commissioner report this week.
2. SLT noted the following key **staffing/corporate matters**:
 - a. the WCO6 Vulnerable Worker Inspector positions are currently being finalised
 - b. Interviews have been organised for the temporary SOGC Capability and Training position
 - c. the ASO6 Salesforce Administrator role has been finalised and ^{Sch 2.2(a)(ii)} commences on 18 September
 - d. interviews have been organised for the ASO5 Systems and Training position
 - e. the ASO5 Finance Officer position has been finalised with ^{Sch 2.2(a)(ii)} commencing in late October
 - f. Interviews have been conducted for the bulk round WCO5 Inspector positions, with one final interview next week. A report will then be prepared for the delegate
 - g. there were 48 applications for the bulk round WCO6 Inspector positions and shortlisting will commence soon
 - h. Interviews have been organised for the SOGC Assistant Director Finance role
 - i. the SOGC General Senior Inspector and SOGC Construction Senior Inspector positions have been finalised with ^{Sch 2.2(a)(ii)} and ^{Sch 2.2(a)(ii)} successful – well done to you both
 - j. there were 22 applications for the Executive 1.2 position. Shortlisting will be undertaken next week
 - k. the Legal Policy Officer position closes on 7 September
 - l. ^{Sch 2.2(a)(ii)} ^{Sch 2.2(a)(ii)} is moving into the General Team
 - m. welcome to ^{Sch 2.2(a)(ii)} who commenced this week
 - n. there is still no word from ACT Property Group around the proposed consolidation of WorkSafe ACT on Level 5, Nara Centre
 - o. the WorkSafe ACT Reconciliation Action Plan (RAP) is progressing
 - p. QTBs have been reviewed and amendments have been suggested to the Minister's Office, and
 - q. the 2022-23 WorkSafe ACT Annual Report has been sent to the editor.

3. SLT discussed the following **internal WHS matters**:
 - a. there was one RiskMan submission lodged in the past week.
4. SLT noted the following **finance** matter:
 - a. there were some minor cosmetic changes made to the 2022-23 financial statements and statement of performance.
5. In **Audit & Risk** matters the first internal audit for 2023-24 on complaints handling will commence in early October.

6. The SLT noted the following key **operational** matters:
 - a. the operational plan for Floriade 2023 is being finalised.

Other business

A paper on the actions arising from the recent People At Work (PAW) Survey is being finalised and will be tabled at next week's SLT meeting.

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



SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 12 September 2023

The Senior Leadership Team met on 12 September 2023. ^{Sch 2.2(a)(ii)a}(ii) chaired the meeting. ^{Sch 2.2(a)(ii)} was an apology and there were no conflicts of interest identified.

1. The Commissioner stated it has been lovely to see new faces around the agency. The new energy buzzing around the office is great to see.
2. The Commissioner, amongst interstate travel has been busy reviewing a lot of approval requests and attending all regular meetings including MBA, PSU and WHS Council.
3. The Commissioner discussed the recent Mixed Scaffolding Information and Consultation session that was successful, the process of consultation is ongoing.
4. The Commissioner thanked all involved in the success of the Wear It Purple Morning Tea, and highlighted some great discussions that were had with staff members on the day.
5. The Commissioner discussed attending the Annual PIEF Summit in Adelaide recently with ^{Sch 2.2(a)(ii)}. The conference had an extremely insightful presentation from Dr Jordan Nguyen regarding the future of work and Artificial Intelligence.
6. The Commissioner thanked the Comms and Strategy team for their work in relation to the World Congress videos and posters, as well as the Safe Work Month Kit.
7. The Commissioner discussed attending the MBA Awards night with ^{Sch 2.2(a)(ii)} and ^{Sch 2.2(a)(ii)} earlier in the month.
8. The Commissioner attended the recent LHLAC meeting and informed SLT of potential changes to come regarding a federal decision in the space of Labour Hire Licensing.
9. The Commissioner discussed recently attending the ANZSOG CEO Forum and stated that it was very beneficial and insightful.
10. The Commissioner thanked the Strategy team for their work on the Annual Report which is now being reviewed at the final stages.
11. SLT noted the following key **staffing/corporate matters**:
 - a. the WCO6 Vulnerable Worker Inspector positions are currently being finalised.
 - b. interviews have been organised for the temporary SOGC Capability and Training position.
 - c. interviews have been organised for the ASO5 Systems and Training position.
 - d. interviews have concluded for the bulk round WCO5 Inspector positions. A report is being prepared for the delegate.
 - e. there were 48 applications for the bulk round WCO6 Inspector positions and shortlisting will commence soon.
 - f. interviews have concluded for the SOGC Assistant Director Finance role.
 - g. there were 22 applications for the Executive 1.2 position. The shortlisting is being finalised and interviews will commence next week.

- h. the Legal Policy Officer position received 11 applications.
- i. the ASO6 Executive Support Officer position has gone live and closes 22 September.
- j. an accommodation walk through is scheduled for this coming Thursday.
- k. the WorkSafe ACT Reconciliation Action Plan (RAP) is progressing.
- l. the 2022-23 WorkSafe ACT Annual Report is currently with the Commissioner for clearance, and
- m. the next Social Club event is this Thursday from around 5:30pm [REDACTED]

12. SLT discussed the following **internal WHS matters**:

- a. there were no RiskMan submissions lodged in the past week.
- b. focus group planning based on PAW results.

13. SLT noted the following **finance** matter:

NIL

14. In **Audit & Risk** matters the first internal audit for 2023-24 on complaints handling will commence in early October.

15. The SLT noted the following key **operational** matters:

- a. the recently well managed closure of a **Sch 2.2(a)(xi)** [REDACTED].
- b. the progression of multiple long-term investigations matters to the DPP were discussed, and
- c. the operational plan for Floriade 2023 is finalised, inspectors across the agency to attend this coming weekend.

Other business

The Strategy team is getting our guidance material for Safe Work Method Statements (SWMS) and Work Health and Safety Management Plans (WHSMP) translated into Chinese, Nepali, Vietnamese and Punjabi. Depending on the success of this project we will look at translating these documents into other languages or possibly getting other WorkSafe ACT documents translated.

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



SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 18 September 2023

The Senior Leadership Team met on 18 September 2023. **Sch 2.2(a)(ii)** chaired the meeting, there were no apologies and there were no conflicts of interest identified.

1. The Commissioner thanked all teams and stated she is very pleased with all of the good things happening around the agency, it has been great to hear all the conversations and feel the great energy out on the floor.
2. The Commissioner discussed attending the National Safety Conference in Brisbane last week as a regulator panel member, highlighting the great rapport that has been created between jurisdictions in the regulatory space.
3. The Commissioner gave thanks to the Investigation team for their efficient work in providing a recent brief, and stated the quality of briefs of evidence has greatly improved.
4. The Commissioner discussed the busy work going on for the Media and Comms team regarding Safe Work Month preparations and encourages all staff to get involved in the events occurring over October and provide support where necessary.
5. The Commissioner mentioned that the scaffolding consultation is in the process of finalisation and the residential construction plan is continuing to be updated.
6. The Commissioner acknowledge that there is currently a lot of work going on in the Dangerous Substance space and the team are very busy.
7. The Commissioner noted the efficiency of the Strategy team in putting together the annual report.
8. The Commissioner noted the work of the inspectors who are out and about on WPVs.
9. The Commissioner gave thanks to **Sch 2.2(a)(ii)** for organising and providing great opportunities for our staff during Safe Work Month including the 15-minute seated massages and a walk on country tour.
10. SLT noted the following key **staffing/corporate matters**:
 - a. the WCO6 Vulnerable Worker Inspector positions are currently being finalised.
 - b. **Sch 2.2(a)(ii)** was successful in the SOGC Capability and Training position, congratulations **[REDACTED]**.
 - c. interviews have been organised for the ASO5 Systems and Training position.
 - d. the report is with the delegate for the bulk round WCO5 Inspector positions.
 - e. shortlisting has been finalised for the bulk round WCO6 Inspector positions.
 - f. a report is being prepared of the delegate for the SOGC Assistant Director Finance role.
 - g. there were 22 applications for the Executive 12 position. Shortlisting has concluded and interviews will be done this week.
 - h. shortlisting will commence shortly for the Legal Policy Officer position.
 - i. the ASO6 Executive Support Officer position closes 22 September 2023.
 - j. two new WorkSafe ACT vehicles have arrived this week **[REDACTED]**.

- k. Sch 2.2(a)(ii) is moving to the Strategy team soon, and
- l. the corporate team is visiting accommodation options this week.

11. SLT discussed the following **internal WHS matters**:

- a. there were no RiskMan submissions lodged in the past week.

12. SLT noted the following **finance** matter:

- a. the August 2023 Financial Management Report and Financial Dashboard was presented, and financial performance and other issues were discussed.
- b. the agency received a request for information from the Community Services Directorate regarding disability supports spending.
- c. the agency received a request from the Treasury regarding a matter in 2019.
- d. insourcing framework is expected to be approved by the Cabinet in coming weeks, and
- e. the 2023-24 Appropriation Bill has been passed.

13. In **Audit & Risk** matters the first internal audit for 2023-24 on complaints handling will commence in early October.

14. The SLT noted the following key **operational** matters:

NIL

Other business

Sch 2.2(a)(ii) provided an overview of a Labour Hire Licence meeting he attended in Melbourne last week attended by Commonwealth, state and territory officials.

Sch 2.2(a)(ii) and Sch 2.2(a)(ii)(a)(ii) provided SLT with a discussion plan for consulting with Agency staff about the People at Work (PAW) results. The consultation sessions will be held on Tuesday and Wednesday and will go over the results of the PAW survey from March of this year, where the priority areas for improvement are and ideas and solutions that could be implemented. There will be time provided for teams to talk together after these sessions to put forward ideas about control measures and ways to implement them, with the aim to continue to improve on our health, safety and culture.

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



SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 27 September 2023

The Senior Leadership Team met on 27 September 2023. Sch 2.2(a)(ii) a)(ii) chaired the meeting. Sch 2.2(a)(ii) were apologies and there were no conflicts of interest identified.

1. The WHS Commissioner reported the following:

- there is a real positivity around the floor which is great to see. The Commissioner thanked all staff for their hard work in preventing death, injury and disease in workplaces
- a Sch 2.2(a)(xi)
- a meeting was held with the MBA and silica training, asbestos and worker fatigue were discussed
- a meeting was held with the Minister and the current quarterly report and the submission of a mid-year budget request were discussed. There was a discussion about the inclusion of statistics for workplace violence incidents. Staff from the Minister's Office will meet with senior staff next week
- Sch 2.2(a)(ii) was successful in the recent Executive Branch Manager, Compliance and Enforcement role – congratulations
- the timing for the consolidation of WorkSafe ACT on Level 5, Nara Centre is still being negotiated
- consultation will commence with all staff shortly about increasing flexible working arrangements across the entire agency to work through a balance of our operational requirements and the potential for working from home. Sch 2.2(a)(ii) will lead this work
- it is important for managers to be mindful when approving leave to ensure there is coverage in their team.

2. SLT noted the following key **staffing/corporate and WHS matters**:

- a. the interviews for the WCO6 Inspector positions will be undertaken next week.
- b. the interviews for the Legal Policy Officer role will be held on 11 October.
- c. the interviews for the Executive Support Officer role will be held in mid-October.
- d. there are a number of new starters who will commence in October.
- e. two new vehicles have been added to the WorkSafe ACT fleet.
- f. the People at Work (PAW) Survey is now active.
- g. the Staff Consultative Committee was held yesterday.
- h. the pay increases for administrative staff will flow through over the next month.
- i. a number of events have been planned for Safe Work Month, and
- j. the WorkSafe ACT Reconciliation Action Plan (RAP) is progressing.

3. SLT discussed the following **internal WHS matters**:
 - a. there were two RiskMan submissions lodged in the past week.
4. SLT noted the following **finance** matters:
 - a. the 2022-23 annual financial statements have been signed off by the WHS Commissioner and the CFO.
 - b. the audit will be finalised very soon with some minor outstanding queries around labour hire licensing, and
 - c. approval has been sought to submit a mid-year review budget business case to request additional funding for Salesforce.
5. In **Audit & Risk** matters fieldwork for the first internal audit for 2023-24 on complaints handling has commenced. The next meeting has been postponed. **Sch 2.2(a)(ii)** will replace **Sch 2.2(a)(ii)** on the Committee.
6. The SLT noted the following key **operational** matters:
 - a. Some of our guidance material has been translated into different languages.

Other business

The proposed organisational structure was endorsed by the SLT and recommended to the Commissioner. Once approved it will be circulated to all WorkSafe ACT staff and the CPSU.

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



SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 3 October 2023

The Senior Leadership Team met on 3 October 2023. **Sch 2.2(a)(ii)a(ii)** chaired the meeting. **Sch 2.2(a)(ii)** and **Sch 2.2(a)(ii)** were apologies and there were no conflicts of interest identified.

1. The WHS Commissioner reported the following:
 - the start of Safe Work Month is a very exciting time and provides a lot of opportunities for staff to engage in different activities. It also reminds everyone to be thoughtful and kind to one another and to thank staff for all they do to keep workers safe
 - an invitation has been received from MV Law to speak at an upcoming breakfast to hospitality clients, and
 - discussions with **Sch 2.2(a)(xi)** and the DPP took place about a variety of matters.
2. SLT noted the following key **staffing/corporate and WHS matters**:
 - a. the interviews for the WCO6 Inspector positions will be undertaken this week.
 - b. the interviews for the Legal Policy Officer role will be held on 11 October.
 - c. the interviews for the Executive Support Officer role will be held in mid-October.
 - d. **Sch 2.2(a)(ii)** is taking up a temporary transfer to the PSU for 12 months commencing soon. The SOGC Investigations will be advertised as soon as possible.
 - e. the People at Work (PAW) Survey is now active and there have been 16 responses so far.
 - f. there is currently one subpoena and one FOI request being finalised.
 - g. the proof of the 2022-23 WorkSafe ACT Annual Report will be ready in the next couple of days.
 - h. a number of events have been planned for staff to celebrate Safe Work Month, and
 - i. the WorkSafe ACT Reconciliation Action Plan (RAP) is progressing.
3. SLT discussed the following **internal WHS matters**:
 - a. there were no RiskMan submissions lodged in the past week. Guidance is being prepared to assist staff in their return to work following injury – please see **Sch 2.2(a)** in HR and Corporate.
4. SLT noted the following **finance** matters:
 - a. there was nothing to report from a finance perspective.
5. In **Audit & Risk** matters there will be an introductory meeting held next week on the first internal audit for 2023-24, complaints handling.
6. The SLT noted the following key **operational** matters:
 - a. From 1 October 2023 workers are now required to have silica dust awareness training. Senior Managers met today to agree a compliance approach.

Other business

There was no other business discussed.

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

Senior Leadership Team Meeting

Key Outcomes

16 October 2023

The Senior Leadership Team met on 16 October 2023. Sch 2.2(a)(ii) chaired the meeting. Sch 2.2(a)(ii) and Sch 2.2(a)(ii) were apologies and there were no conflicts of interest identified.

1. The **Commissioner** reported the following:
 - a. the end of the year is fast approaching, and it is important to remain diligent in keeping our people safe coming up towards the holiday period. At this time of the year, it is common for industry people to take short cuts and rush jobs. As an agency we need to continue all the hard work demonstrated throughout the year while ensuring our own people are safe.
 - b. the recent cooling issue on level four has been identified as the temperature sensor's location. The HR and corporate team are working on rectifying the issue with ACT Property Group. The Commissioner states she will keep the work group informed via the HSR and reminds staff to speak with their manager regarding working arrangements whilst this issue is being resolved.
 - c. the success of last week's City Walk Safety Session and thanked the Media and Psychosocial team for their work on the event. The Commissioner attended the session throughout the day and stated there was positive engagement.
 - d. the previous week involved mostly business as usual for the Commissioner including an abundance of items to clear from all throughout the agency which is an indication of all of the great work happening around the agency.
 - e. the Commissioner attended the most recent induction meet and great with the new starters. The feedback received from the new starters was extremely positive, the Commissioner thanks all staff for making our starters all feel welcome and for making the agency a positive place to work.
2. SLT noted the following key **Staffing/corporate matters**:
 - a. the SOG C Assistant Director of Media and Communications position has been advertised and closes 30 October 2023.
 - b. the ASO5 Training and Systems Officer position has been advertised and closes 24 October 2023.
 - c. the report is with the delegate for consideration in regards to the WCO6 Bulk employment round.
 - d. interviews have commenced for the ASO6 Legal Policy Officer position, and
 - e. interviews for the ASO6 Executive Support Office position will be held soon.
3. SLT discussed the following **Internal WHS matters**:
 - a. there was one RiskMan lodged during the past week.

4. SLT noted the following **Audit & Risk matters**:
 - a. preparations continue for the internal audit on complaints handling with information being sent to Sch 2.2(a)(xi) who will be conducting interviews with employees in the near future.

5. SLT noted the following **Government business matters**:
 - a. there is currently one FOI, one Ministerial Correspondence and the October sitting QTBs being actioned.

6. SLT noted the following **Finance matters**:
 - a. the September Financial Report and the September Financial Dashboard were presented and discussed, noting that it showed similar findings to the previous month.
 - b. an increase in the current FTE and the recruitment in process to reach the budgeted FTE.
 - c. planning how to utilise vehicles more effectively.
 - d. 2023-24 Budget Review business case proposal is still with the Chief Minister for consideration, and
 - e. the Treasury introduced a new way to manage cost pressures from agencies.

7. SLT noted the following **Strategy & Engagement matters**:
 - a. WHS agency heads have been and will continue to be well engaged with in the upcoming launch of the ACT Public Service and Public Sector Strategy.

8. SLT noted the following **Key Operational matters**:
 - a. Workers Compensation and DIF involvement in relation to premium recoveries and a backlog of cases.

Other business

A reminder that the following acting arrangements have been put in place to cover the Deputy WHS Commissioner's well-deserved break from 16 October to 3 November 2023:

- Sch 2.2(a)(ii) will act as Deputy WHS Commissioner.
- Sch 2.2(a)(ii) will act as EBM, Compliance and Enforcement.
- Sch 2.2(a)(ii) will act as Senior Director, Compliance & Enforcement, and
- Sch 2.2(a)(ii) will act as Director, Quality, Capability & Systems.
- Sch 2.2(a)(ii) is currently acting as Senior Director, Strategy & Engagement.

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



SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 25 October 2023

The Senior Leadership Team met on 25 October 2023. **Sch 2.2(a)(ii)** chaired the meeting.

Sch 2.2(a)(ii)(a)(ii), **Sch 2.2(a)(a)(ii)** and **Sch 2.2(a)(ii)** were apologies and there were no conflicts of interest identified.

1. The **WHS Commissioner** reported the following:
 - the third Safety Session was held at Nara Square and 220 Building foyer last week, there was a lot of positive engagement with people from multiple ACT Government directorates which was great.
 - the Commissioner, along with **Sch 2.2(a)(ii)**, **Sch 2.2(a)(ii)** and **Sch 2.2(a)(ii)** represented WorkSafe ACT at the Construction Industry Training Council's (CITC) ceremony for the outstanding graduate apprentice and industry encouragement awards, at the Hellenic Club Woden last Friday 20 October.
 - Consultation and advice regarding the previous PAW Survey Team has been received.
2. SLT noted the following key **staffing/corporate matters**:
 - a. **Sch 2.2(a)(ii)** first week at the Agency and will be working in the General Inspectorate Team.
 - b. the interviews for the Legal Policy Officer role (ASO 6) were held last week.
 - c. interviews for the Executive Support Officer role were held this week and an announcement will be made soon.
 - d. **Sch 2.2(a)(ii)(a)(ii)** has agreed to take up an opportunity in the Vulnerable Workers team with an effective date of Monday 30 October 2023 for a period of 12 months. **Sch 2.2(a)(ii)** move to the team is aimed at increasing WHS inspectorate experience within the new team as we start a program of work to increase safety outcomes for young and vulnerable workers. **Sch 2.2(a)(ii)** experience will also be used in the workers' compensation space as we work to ensure all ACT businesses have workers' compensation policies in place for their workers.
3. SLT discussed the following **internal WHS and facility matters**:
 - a. there were no RiskMan notices lodged within the last week.
 - b. there were now mobile air conditioning units on level 4 to provide thermal comfort to staff as a risk management approach, while waiting on technicians to work on the thermostat sensor. Ice blocks are available in the level 4 freezer.
 - c. there are ongoing issues with touch pad screens in meeting rooms on levels 4 and 5.
 - d. the Commissioner has contacted ACT Property Group requesting an accredited lactation room for Worksafe ACT staff on level 5 - noting that the building does not have any appropriate facilities, and these facilities are an entitlement of our Enterprise Agreements.
4. SLT noted the following **finance matters**:
 - a. the Treasury is still reviewing our 2023-24 Budget Review business case proposal and will make a recommendation to the Chief Minister for his approval.

- b. Shared Services Account Payable Team made changes for the supplier creation and amendment process in APIAS, an extra step for agency contacts to call and speak to suppliers who request the change over the phone. These requests will be reviewed and approved by Finance Team prior to any changes made in Oracle.
 - c. the 'back payment' increases under the new Administration Enterprise Agreement were included by payroll for Thursday 26 October 2023.
5. SLT noted the following **Government business matters**:
- a. there is currently one Ministerial Correspondence and another one was completed earlier this week.
 - b. the Commissioner is currently scheduled to attend annual report estimates on 23 November.
6. SLT noted the following **Key Operational matters**:
- a. the **Sch 2.2(a)(x)** Barbeque for Friday 27 October 2023, will conclude Safe Work Month Campaign with all staff and all teams will be involved to represent the Agency.
 - b. The Agency's silica compliance and enforcement posture is guided by the Compliance and Enforcement Policy 2023. When the inspector identifies a contravention, they are required to use their powers under the legislation to address the contravention. If inspectors identify an infringeable offence (i.e. no silica training as required) they are to notify their manager so the matter can be referred to the Case Management panel for discussion – **Note**: this process should also be followed for all observed silica non-compliance matters until otherwise advised.

Other business

SLT discussed the importance of preventing workplace fatigue and ensuring staff feel they can talk to their managers if they are feeling "burnt out" in their existing positions. The outcome of this discussion was an undertaking to develop, and consult on, an Agency "Rotation Policy" with a view to establishing a framework for staff rotation within the Agency. This policy will ensure a consistent and transparent approach to staff rotation.

The following acting arrangements remain in place to cover the Deputy WHS Commissioner's well-deserved break until 3 November 2023:

- **Sch 2.2(a)(ii)** will act as Deputy WHS Commissioner.
- **Sch 2.2(a)(i)(a)(ii)** will act as EBM, Compliance and Enforcement.
- **Sch 2.2(a)(ii)** will act as Senior Director, Compliance & Enforcement, and
- **Sch 2.2(a)(ii)** will act as Director, Quality, Capability & Systems.

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



SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 31 October 2023

The Senior Leadership Team met on 31 October 2023. Sch 2.2(a)(ii) chaired the meeting. Sch 2.2(a)(ii) and Sch 2.2(a)(ii) were apologies and there were no conflicts of interest identified.

1. The **Commissioner** reported the following:

- a. the success of Safe Work Month and in particular the great turn out of the Sch 2.2(a)(xi) Safety Session last Friday. The Commissioner mentioned the attendance of Sch 2.2(a)(xi) was well received. The Commissioner stated that she was extremely pleased to see the effort put in from all staff involved on the day.
- b. thanked all teams for their continued commitment to the agency and for creating a brilliant feel out on the floor. The agency has been extremely busy in all areas as the Commissioner continues to receive an abundance of quality clearance items.
- c. the amount of media involvement over the past month including interviews, mentions and releases. Particularly the great response to the residential construction compliance and enforcement items.
- d. there has been continued questions from the industry regarding Silica training, and the Commissioner has advised that the agency will continue to have a clear and strong posture on this matter. The approach continues to be that it is infringeable to have workers working that have not completed the mandatory Silica training. The approach must be consistent. If workers are onsite without the training an infringement must be issued. We will be unable to justify giving some people infringements and other people improvement notices. An inspector has discretion when they form a reasonable belief, they do not have discretion when applying the enforcement and compliance policy.
- e. thanked Sch 2.2(a)(ii) and the corporate team for organising the seated massages, they were very much appreciated across the agency. The corporate team will be looking into organising these massages more regularly. The Commissioner also highlighted the new rostering process for the agency to hold monthly morning tea events (excluding December and January).
- f. the Commissioner advised SLT of her regular meetings with nil major takeaways.
- g. Sch 2.2(a)(iii), Sch 2.2(a)(xi) This result is excellent and shows the great work the inspectors and investigators have put into the matter.
- h. thanked Sch 2.2(a)(ii) and Sch 2.2(a)(ii) for attending the MPA Awards Dinner on behalf of WorkSafe ACT.
- i. Sch 2.2(a)(xi), Sch 2.2(a)(iii), Sch 2.2(a)(x) and
- j. attending a meeting with Sch 2.2(a)(ii) regarding the function of Plant Registration. The Commissioner informed Sch 2.2(a)(ii) that WorkSafe ACT will not be taking the function at this stage and will not agree to taking the function without adequate resourcing. Discussions will continue about a possible joint budget bid. During the

meeting **Sch 2.2(a)(ii)** was also complimentary regarding the ACTPS Strategy and is using it as a strategy example within his office. Thanks to all involved in the creation and implementation of the strategy, the consultation and engagement involved has not gone unnoticed.

2. SLT noted the following key **Staffing/corporate matters**:

- a. the SOGC Assistant Director position in Psychosocial closes 7 November 2023.
- b. there were 13 applications for the SOGC Assistant Director position in Media & Comms.
- c. the SOGC Assistant Director position in Investigations closes 3 November 2023.
- d. shortlisting is in progress for the ASO5 Training and Systems Officer position.
- e. there were four successful applicants in the WCO6 Bulk inspector round. Congratulations **Sch 2.2(a)(ii)**
- f. the report is being prepared for the delegate for the ASO6 Legal Policy Officer positions.
- g. shortlisting is in progress for the ASO6 Executive Support Officer position.
- h. **Sch 2.2(a)(ii)** commenced this week in the Finance team, welcome Stacy.
- i. **Sch 2.2(a)(ii)** last day with WorkSafe ACT is 3 November 2023.
- j. the agency has applied to take on a new graduate and are awaiting confirmation.
- k. the HR team will be reaching out to staff shortly to gauge attendance for next week's Walk on Country Tour, and
- l. the temperature issues on Level Four have been resolved and the portable Air Conditioners will be returned by COB Wednesday 1 November 2023. Please contact the HSR if you have any ongoing concerns. Thank you to everyone who raised this matter with the HSR and brought it to the attention of management.

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

- a. there were no RiskMan submissions lodged in the past week.

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

- a. the internal auditors have requested access to the SOGC cohort to discuss complaints handling as part of the internal audit – information to follow.
- b. the PAW survey currently sits at a 65% completion rate. All staff are encouraged to complete the survey which will be closed once it reaches an 80% completion rate.

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

- a. there are currently no FOI's, Subpoena or Summons being actioned, and
- b. there is one Ministerial Correspondence regarding **Sch 2.2(a)(xi)**

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

- a. the draft Budget Review Business Case is being prepared whilst the accuracy of the contents is being examined.
- b. the Finance team is following up with Treasury regarding the 2023-24 Budget Review Business Case Proposal still awaiting the Chief Minister's endorsement, and
- c. ACTIA insurance renewal process will come into effect early November 2023.

7. SLT noted the following **Strategy & Engagement matters**:

- a. the codes of practice for Risks of Silica and Psychosocial Risks as well as the new WHS Regulations for Psychosocial risks will be released in the coming weeks. Training sessions will be provided following the releases.

8. SLT noted the following **Key Operational matters**:

- a. the ^{Sch 2.2(a)(x)} have reached out requesting for more engagement from the inspectorate to be made with HSRs on sites. SLT discussed this request and acknowledged that it is a requirement of the WHS act to engage with HSRs when visiting a workplace. Inspectors should ask for HSRs as soon as they enter a site, and
- b. the progression of the 2023-24 Ops plan and agency business plans. SLT plan to discuss each plan further at next week's SLT meeting.

Other business

9. Discussion about including Media and Communications as a regular item on the SLT agenda.
10. Sch 2.2(a)(ii)

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



SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 7 November 2023

The Senior Leadership Team met on 7 November 2023. **Sch 2.2(a)(i)a)(ii)** chaired the meeting. There were no apologies and there were no conflicts of interest identified.

1. The **Commissioner** reported the following:

- a. a big welcome back to the Deputy Commissioner **Sch 2.2(a)(i)a)(ii)** from her well-deserved leave, it is so nice to hear her trip went so well. A big thankyou to **Sch 2.2(a)(ii)** and **Sch 2.2(a)(i)a)(ii)** for their great work whilst acting in higher duties during this time.
- b. reminded SLT of the importance for each team to fulfill their requirements for WPVs and for meeting the Accountability indicators. Each team needs to view the agency as a whole and ensure the agency wide goals are being met. All staff should be aware of what the accountability indicators are, have a good understanding of them and know why they are there as well as ensure they are met.
- c. viewing the ACT Education Directorate video highlighting WorkSafe ACT's and Inspectors roles within schools. Please see link below for the video starring the Deputy Commissioner and **Sch 2.2(a)(ii)**
<https://www.youtube.com/watch?v=dhux8qP815g&t=4s>
- d. gave thanks to the Investigations team for how far they have come and for having the most cases ever before the courts and with the DPP. There are currently 5 matters before the courts, 2 briefs currently with the DPP and expecting to have 2 more with the DPP before the end of the year.
- e. thanked **Sch 2.2(a)(i)a)(ii)** for her work with WorkSafe since 2020 and noted **Sch 2.2(a)(ii)** has accepted a new position with Access Canberra.

2. SLT noted the following key **Staffing/corporate matters**:

- a. the SOGC Assistant Director of Psychosocial position closes on 7 November 2023.
- b. shortlisting will soon commence for the SOGC Assistant Director, Media and Comms.
- c. there were 8 applications for the SOGC Assistant Director, Investigations position.
- d. shortlisting has commenced for the ASO5 Training and Systems Officer position.
- e. the Walk on Country tours are set down for 15 November, please contact **Sch 2.2(a)(ii)** if you have not yet RSVP'd.
- f. the voting on the Technical and Other Professional Enterprise Agreement has been delayed, and
- g. the PAW survey is at 72.5% completion, with a reminder to please complete the survey if you have not already. It will be closed once it reaches an 80% completion rate.

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

- a. there were no RiskMan submissions lodged in the past week, and

- b. the HSR contacted the WHS Commissioner on behalf of the Work Group regarding first aid training for snake and spider bites leading into summer. The WHS Commissioner has organised for a risk assessment to be undertaken regarding the matter.

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

- a. Sch 2.2(a)(ii) has been added as a member of the Audit Committee, and
- b. the internal audit on complaints handling is currently underway.

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

- a. there are currently no Subpoenas or Summons being actioned. There is one FOI currently in process.

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

- a. the 2023-24 Budget Review Business Case Proposal on Capital Funding has been rejected by the Chief Minister's Office. Discussions will continue with Treasury.
- b. the 2024-25 Budget Business Case proposal is due to Treasury on Monday 13 November 2023, input requested from SOG A's, and
- c. Access Canberra have sent through a transactions list and the Finance team have requested review and input from SOG A's.

7. SLT noted the following **Strategy & Engagement matters**:

- a. the Strategy team have been working on the Annual Report briefing ahead of the Annual Report hearings this month, and
- b. the Comms team have been working on the 2024 campaign calendar and preparing the Media Release for the upcoming Silica Code release.

8. SLT noted the following **Key Operational matters**:

NIL

Other business

NIL

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



SENIOR LEADERSHIP TEAM MEETING: KEY OUTCOMES 14 November 2023

The Senior Leadership Team met on 14 November 2023 and Sch 2.2(a)(a)(ii) chaired the meeting. There were apologies from Sch 2.2(a)(ii) and Sch 2.2(a)(ii) and there were no conflicts of interest identified.

1. The WHS Commissioner reported that she attended the AEU Women's Network and Return to Work (RTW) Forum during the previous week. The RTW Forum addressed issues around work-related psychosocial hazards. She is also attending the Work Health and Safety Council meeting this week.
2. The Commissioner noted the extensive interest from the media in regards to the Silica Code.
3. The Commissioner is attending the Walk on Country Tour on Wednesday with Minister Gentleman.
4. The WHS Commissioner noted that it was Sch 2.2(a)(ii) final SLT meeting. The Commissioner thanked Sch 2.2(a)(ii) for her extensive contribution to WorkSafe ACT since she commenced with us in early 2021. The Commissioner also congratulated Sch 2.2(a)(ii) on her new role and thanked her for her significant contribution to WorkSafe ACT during her time with the organisation. Sch 2.2(a)(ii) expertise as an occupational hygienist and her willingness to transfer her knowledge and expertise to other staff deserves special mention. Sch 2.2(a)(ii) last day with the Agency is 17 November and Sch 2.2(a)(ii)'s last day will be 30 November. Sch 2.2(a)(ii) and Sch 2.2(a)(ii) will both be very missed.
5. SLT noted the following key **staffing/corporate matters**:
 - a. a number of roles have been sent to Shared Services for advertising including the SOGA, Compliance and Enforcement, SOGA, Strategy and Engagement, ASO5, EA and WCO5 Regulatory Support Officers.
 - b. the SOGC, Finance role closes on 22 November.
 - c. the SOGC, Psychosocial role has closed and shortlisting is underway.
 - d. the SOGC, Media and Communications role has closed and shortlisting is underway.
 - e. The SOGC, Investigations role has been shortlisted and interviews organised.
 - f. Shortlisting has been finalised for the temporary ASO5, Training and Systems officer role with interviews organised.
 - g. the HR delegations are currently being updated to reflect the new EAs.
 - h. there has been some movement on the consolidation of WorkSafe ACT onto Level 5, Nara Centre. The timeframes will be advised as soon as they become known.
 - i. the HR Team is putting together a checklist on complaints handling and a quick guide on recruitment and a checklist for reviewers undertaking preliminary assessments.
6. SLT discussed the following **internal WHS matters**:
 - a. there was one RiskMan submission lodged in the past week which does not require general treatment.

7. SLT noted the following **finance** matters:
 - a. there are no budget bids for 2024-25.
8. SLT noted the following **Audit & Risk** matter that the internal audit on complaints handling is progressing well.
9. The SLT noted the following key **operational** matters:
 1. the 2023-24 Agency Business Plan and 2024 Operational Plan were discussed. Next steps are:
 - i. Sch 2.2(a)(ii) is finalising the Business Plan
 - ii. Sch 2.2 is finalising the Operational Plan, and
 - iii. An all staff meeting will be held in early December to discuss the Plans and provide the opportunity to answer any questions.

Other business

Nil.

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



SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 21 November 2023

The Senior Leadership Team met on 21 November 2023. **Sch 2.2(a)(n)a(ii)** chaired the meeting. There were no apologies and there were no conflicts of interest identified.

1. The **Commissioner** reported the following:
 - a. attending the WHS Council meeting last week. The main topic of conversation involved outside temperature thresholds for workers. Several action items related to WorkSafe ACT came from the meeting, which have been passed on to the Deputy Commissioner and the Executive Branch Manager for information and for action.
 - b. having a regular policy meeting with **Sch 2.2(a)(ii)** from the **Sch 2.2(a)(n)** last week. Discussions of the temperature thresholds continued at this meeting as well as the current position of WorkSafe ACT's project on mixed scaffolding components.
 - c. the great media coverage the agency received and produced last week regarding the newly released Silica Code of Practice.
 - d. the great work the teams have done on the proposed 2024 Operations Plan and the 2024 Agency Business Plan. These plans and further information is to be distributed prior to the scheduled all-staff meeting on 11 December for discussion.
 - e. the results from the most recent PAW survey were reviewed and discussed. The Commissioner stated that it was good to see improvements throughout the report. Focus groups will be organised to discuss some of the topics that were highlighted in the report.
2. SLT noted the following key **Staffing/corporate matters**:
 - a. the WCO5 Regulatory Support Officer position closes 1 December 2023.
 - b. the SOGC Assistant Director in Finance position closes 22 November 2023.
 - c. the panel is shortlisting for the SOGC Assistant Director, Psychosocial position.
 - d. interviews commence this week for the SOGC Assistant Director, Media & Communications position.
 - e. the panel is shortlisting for the SOGC Assistant Director, Investigations position.
 - f. the panel is shortlisting for the ASO5 Training and Systems Officer position.
 - g. there are two new starters next Monday - **Sch 2.2(a)(ii)** (Construction Team) and **Sch 2.2(a)(ii)** (General Team).
 - h. **Sch 2.2(a)(ii)** last day at WorkSafe ACT is 27 November 2023.
 - i. **Sch 2.2(a)(ii)** last day at WorkSafe ACT is 30 November 2023.
 - j. **Sch 2.2(a)(ii)** last day at WorkSafe ACT was 17 November 2023, and
 - k. the next Staff Consultative Committee meeting is being held on 22 November 2023.

3. SLT discussed the following **Internal WHS matters**:
 - a. there was one riskman lodged over the past week, and
 - b. a risk assessment is being conducted in regard to the current COVID-19 surge. Updates and further advice on the plan moving forward will be sent around shortly.
4. SLT noted the following **Audit & Risk matters**:
 - a. the draft internal audit report on complaints handling will be sent through next week, and
 - b. the next Audit and Risk Committee meeting will be held on 18 December 2023.
5. SLT noted the following **Government business matters**:
 - a. there are currently nil QTB's, nil Ministerial Briefs, nil Ministerial Correspondence items for actioning
 - b. there is currently one FOI for actioning, and
 - c. the Commissioner and deputy Commissioner have briefing packs in preparation for this weeks Annual Report Hearings
6. SLT noted the following **Finance matters**:
 - a. the October 2023 financial management report has been presented and discussed.
 - b. when staff are using the work vehicles, travel must be logged in as private when travelling between work and home even when inspectors are on call, and
 - c. an all-staff reminder will be sent out regarding the uniform ordering process.
7. SLT noted the following **Strategy & Engagement matters**:
 - a. NIL
8. SLT noted the following **Key Operational matters**:
 - a. NIL

Other business

Following discussions between the Commissioner and the DG of Access Canberra, Sch 2.2(a)(ii) and Sch 2.2(a)(xi)

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



SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 05 December 2023

The Senior Leadership Team met on 05 December 2023. **Sch 2.2(a)(ii)a(ii)** chaired the meeting. **Sch 2.2(a)(ii)** and **Sch 2.2(a)(ii)** were apologies and there were no conflicts of interest identified.

1. The **Commissioner** reported the following:
 - a. attending World Congress last week and having the opportunity to present on Young Workers. The 23rd World Congress was a fantastic experience and was enjoyed by the Commissioner, **Sch 2.2(a)(ii)**, **Sch 2.2(a)(ii)** and **Sch 2.2(a)(ii)**.
 - b. the great turn out last week for the WorkSafe ACT Christmas Party. It was great to see the wonderful interactions and conversations had by all. A big thankyou to the HR and Corporate team for their work in organising the function, and to the **Sch 2.2(a)(xi)**.
 - c. **Sch 2.2(a)(ii)** has accepted a permanent position within another directorate and completes her last day with WorkSafe ACT on 8 December 2023. The Commissioner thanked **Sch 2.2(a)(ii)** for all her contributions during her time at the agency.
2. SLT noted the following key **Staffing/corporate matters**:
 - a. the SOGA Senior Director position for Compliance & Enforcement closes 14 December.
 - b. the SOGA Senior Director position for Strategy & Engagement closes 14 December.
 - c. the panel is shortlisting for the WCO5 Regulatory Support Officer position.
 - d. interviews will conclude this week for the SOGC Assistant Director position, Media and Communications.
 - e. the panel is preparing the report for the delegate for the SOGC Assistant Director position, Psychosocial.
 - f. the panel is preparing the report for the delegate for the SOGC Assistant Director, Finance.
 - g. the panel is preparing the report for the delegate for the SOGC Assistant Director, Investigations.
 - h. **Sch 2.2(a)(ii)** commenced this week in the Construction team.
 - i. **Sch 2.2(a)(ii)** will commence next week in the Construction team.
 - j. **Sch 2.2(a)(ii)** last day at WorkSafe ACT is 8 December 2023.
 - k. updated guidelines for home garaging and use of the agency vehicles are being finalised, and
 - l. the roller door to the basement car park has been fixed.

3. SLT discussed the following **Internal WHS matters**:
 - a. there were no RiskMan's lodged in the past week.
4. SLT noted the following **Audit & Risk matters**:
 - a. the next Audit and Risk Committee meeting will be held on 18 December 2023.
 - b. the survey has been sent to external stakeholders as part of the internal audit on brand recognition and reputation, and
 - c. the scope for the internal audit on financial processes has been sent to the Finance Team for consideration.
5. SLT noted the following **Government business matters**:
 - a. there is currently one FOI in process.
6. SLT noted the following **Finance matters**:
 - a. the 2024-25 Insurance Declarations are with the SOGA's for input, and
 - b. the most recent costing update in relation to Salesforce changes.
7. SLT noted the following **Strategy & Engagement matters**:
 - a. the 2023-24 draft Statement of Operational Intent is with the Commissioner for consideration.
8. SLT noted the following **Key Operational matters**:

Sch 2.2(a)(xi)

- b. the potential for an out of session CMP meeting to account for the OSP this week in relation to silica breaches.
- c. the 2024 Draft Operational Plan has been sent out for discussion at the all staff meeting next week.

Other business

Sch 2.2(a)(ii) is acting as the SOGA Director, Strategy and Engagement, Sch 2.2(a)(ii) is acting as the SOGB Assistant Director, Strategy and Engagement, Sch 2.2(a)(ii) is acting as the SOGC Assistant Director, Strategy.

Sch 2.2(a)(ii) is acting as the SOGA Director, Compliance and Enforcement, Sch 2.2(a)(ii) is acting as the SOGB Director, Quality, Capability and Systems.

Sch 2.2(a)(ii) is acting as the Chief Financial Officer.

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



SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 12 December 2023

The Senior Leadership Team met on 12 December 2023. Sch 2.2(a)(ii) a)(ii) chaired the meeting. Sch 2.2(a)(ii) Sch 2.2(a)(ii) 2(a)(ii) and Sch 2.2(a)(ii) were apologies and there were no conflicts of interest identified.

1. The **Commissioner** reiterated her message from Monday's ASM by giving her thanks to everyone for a great 2023 in which a lot has been achieved. She also spoke about the pressing need to relocate WorkSafe ACT to Level 5 and to create a lactation room for the Nara Centre. The air conditioning issues in the building were also discussed and these have been raised with ACT Property Group again as the situation is unacceptable.
2. SLT noted the following key **Staffing/corporate matters**:
 - a. the SOGA Senior Director position for Compliance and Enforcement and the SOGA Senior Director position for Strategy and Engagement both close on 14 December.
 - b. the panel is shortlisting for the WCO5 Regulatory Support Officer position.
 - c. the report is being prepared for the SOGC Assistant Director position, Media and Communications.
 - d. Sch 2.2(a)(ii) was successful in the SOGC Assistant Director position, Psychosocial – well done Sch 2.2(a)(ii).
 - e. Sch 2.2(a)(ii) has transferred to a position in another Directorate and her position is now vacant. Sch 2.2(a)(ii) is acting as the Director, Psychosocial and Vulnerable Workers while recruitment is undertaken.
 - f. the panel is finalising the report for the delegate for the SOGC Assistant Director, Finance.
 - g. the panel is finalising the report for the ASO5, Training and Systems Officer role.
 - h. Sch 2.2(a)(ii) was successful in the SOGC Assistant Director, Investigations role and will commence in January 2024.
 - i. Sch 2.2(a)(ii) commenced in the Construction team.
 - j. Sch 2.2(a)(xi)
 - k. there are a number of new/near new items (including work boots) in the WorkSafe ACT Clothing Store located on B1.
 - l. there are currently discussions taking place into providing flu/COVID shots for WorkSafe ACT staff in 2024.
3. SLT discussed the following **Internal WHS matters** - there were two RiskMan submissions lodged in the past week.
4. SLT noted the following **Audit & Risk matters**:
 - a. the next Audit and Risk Committee meeting will be held on 18 December 2023 at which the results of the recent internal audit into complaints handling will be discussed.

- b. a survey has been sent to external stakeholders as part of the internal audit on brand recognition and reputation, and
 - c. the scope for the internal audit on financial processes has been approved and will commence in March 2024.
5. SLT noted the following **Government business matters**:
- a. there are currently two FOIs and one subpoena active.
6. SLT noted the following **Finance** matters:
- a. the November 2023 Financial Management Report was tabled. The Agency is operating with a surplus, mainly due to lower than budgeted expenditure on employees.
7. SLT noted the following **Key Operational matters**:
- a. the 2024 operational plan was launched at the ASM on Monday and Matt reinforced the key points around planning workplace visits and allowing time for follow up paperwork.

Other business

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



SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 19 December 2023

The Senior Leadership Team met on 19 December 2023. **Sch 2.2(a)(ii)** chaired the meeting. **Sch 2.2(a)(ii)** were apologies and there were no conflicts of interest identified.

1. The **Commissioner** reported the following:
 - a. attended a valuable meeting with the SDA last week to discuss and compare intel. The commissioner would like to continue the relationship with SDA particularly in the space of the Young Worker Strategy in 2024.
 - b. the regular policy meeting last week with the CFMEU, that had focus on the upcoming Codes of Practice. Michael Hiscox is the new Chair of WHS Council.
 - c. attending the PIEF board meeting last week. The Commissioner and SLT had discussions regarding the continued relationship with PIEF.
 - d. the final Ministers meeting of the year last week, the Minister, Commissioner and Deputy Commissioner highlighted their gratitude for working together this year and looking forward to the continued support in 2024.
 - e. the commissioner has been liaising with ACT Property Group to ensure suitable, breast-feeding association approved lactation rooms are available in the Nara centre.
 - f. attending the audit and risk committee meeting this week, where the complaints handling audit results were tabled. Although the agency is young the results were positive. The report found every complaint received had been actioned. All recommendations have been accepted.
 - g. today is **Sch 2.2(a)(ii)** last working day at WorkSafe. **Sch 2.2(a)(ii)** is heading to the sunny state of Queensland to work for the regulator there. We wish **Sch 2.2(a)(ii)** well as she embarks on a new adventure and fulfils a long-held dream. We thank **Sch 2.2(a)(ii)** for her dedication to WorkSafe over the last three and a half years and prior to WorkSafe becoming an independent agency.
 - h. the Commissioner would like all staff to have a safe and happy holiday period and is very much looking forward to seeing the progress of the agency in 2024.
2. SLT noted the following key **Staffing/corporate matters**:
 - a. the WCO6 Vulnerable Workers inspector position closes 28 December 2023.
 - b. the SOGA Senior Director, Compliance & Enforcement position closes 21 December 2023.
 - c. the SOGA Senior Director, Strategy & Engagement position closed 14 December 2023.
 - d. the panel is shortlisting for the WCO5 Regulatory Policy Officer position.
 - e. **Sch 2.2(a)(ii)** was successful in the SOGC Assistant Director, Finance and will commence on 22 January 2024.
 - f. **Sch 2.2(a)(ii)** will be acting in the SOGC, Media and Communications position.
 - g. **Sch 2.2(a)(ii)** last day at WorkSafe is 20 December 2023.

- h. the next PAW Focus Groups will be held in February 2024, and
 - i. the work on adding the HR delegations to iDelegate is progressing well.
3. SLT discussed the following **Internal WHS matters**:
 - a. there were no RiskMan's lodged in the past week, and
 - b. on-call inspectors and managers are reminded to work safely during the holiday period, by ensuring any risks are discussed and managed by on-call managers should any WPVs need to be conducted.
4. SLT noted the following **Audit & Risk matters**:
 - a. the Audit & Risk Committee meeting was held on Monday at which Sch 2.2(a)(xi) tabled the results from the internal audit on complaints handling.
 - b. the next audit on brand reputation and awareness is underway, and
 - c. an audit on financial processes will commence in March 2024.
5. SLT noted the following **Government business matters**:
 - a. there is currently one FOI in process.
6. SLT noted the following **Finance matters**:
 - a. the finance team is requesting an extension from Treasury for the 2023-24 Financial Statement.
 - b. the financial delegations will soon be updated into iDelegate, and
 - c. the 2024-25 insurance declaration will be with the Commissioner for approval shortly.
7. SLT noted the following **Strategy & Engagement matters**:
 - a. the Media and Comms monthly update was shared with SLT plus, nil comments or further feedback provided, and
 - b. an Intranet Refresh paper was tabled, and the plan to use DDTS to proceed with the intranet refresh was endorsed by SLT plus.
8. SLT noted the following **Key Operational matters**:
 - a. the monthly operational up comings paper was presented. Summernats, New Years Eve and the Big Bash plans were all highlighted, and
 - b. the agency wide intelligence led campaign is set to commence in January.

Other business

The draft 2024 Agency Business Plan was shared with SLT plus, nil further comments or feedback was provided. The plan is now sitting with the Deputy Commissioner to finalise. Once the plan is finalised, there is set to be a mid-year review to update the plan as necessary.

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

SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 16 January 2024

The Senior Leadership Team met on 16 January 2024. Sch 2.2(a)(ii) a(ii) chaired the meeting. Sch 2.2(a)(ii) and Sch 2.2(a)(ii) were apologies and there were no conflicts of interest identified.

1. The **Commissioner** reported the following:
 - a. the year has gotten off to a great start and is already becoming quite busy with many new projects and activities well underway.
 - b. met with the Director of Public Prosecutions to discuss collaboration between our agencies in the year ahead.
 - c. the Commissioner has made contact again with ACT Property Group regarding the accommodation plans and an expected date for our move, updates will be provided as they are received.
 - d. the recent media release on the Intelligence-led campaign resulted in two interviews for the Commissioner on 2CC radio. The Canberra Times also sought additional information this week and we hope they will write a story about it.
 - e. the Commissioner has been reviewing briefs of evidence that will soon be sent through to the DPP for prospects advice, and
 - f. the agenda for the Minister's Meeting this week includes: Summernats update, Intelligence-led campaign, the 2024 Agency Business Plan and the usual monthly data snapshot.

2. SLT noted the following key **Staffing/corporate matters**:
 - a. Sch 2.2(a)(ii) was successful in the recruitment round for the role of Senior Director, Strategy and Engagement. Congratulations Gemma
 - b. the WCO6 Inspector, Vulnerable Workers position closed 15 January 2024. 27 applications were received
 - c. the WCO6 Inspectors, Psychosocial closes 18 January 2024
 - d. the SOGC Assistant Director, Media and Comms position closes 23 January 2024
 - e. the WCO5 Inspector position in General and Construction close 1 February 2024
 - f. the SOGC Assistant Director, Construction position closes 2 February 2024
 - g. the SOGB Director, Psychosocial and Vulnerable Workers position closes 7 February 2024
 - h. interviews for the ASO5 Executive Assistant position were held this week
 - i. interviews will be held on Thursday for the Senior Director, Compliance and Enforcement position
 - j. Sch 2.2(a)(ii) will be acting as the SOGC in the Construction team from 15 January 2024

- k. Sch 2.2(a)(ii) last official day at WorkSafe ACT is 29 January 2024. We'd like to thank Sch 2.2(a)(ii) for his contribution to WorkSafe ACT and wish him well. Sch 2.2(a)(ii) and
- l. Sch 2.2(a)(ii) is commencing long term leave from 29 January 2024.

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

- a. there were no RiskMan reports submitted over the past week
- b. the first aid kits have been serviced and are now up to date on Level 4, Level 5 and in vehicles, and
- c. the defibrillator on Level 4 will be disposed of as it is a superseded model. Defibrillators are available on Level 5 and the Plaza

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

- a. the survey on Brand, Value and Reputation has been provided to the WHS Council Secretariat with an aim to increase the completion rate.

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

- a. the Commissioner, Deputy Commissioner and Executive Branch Manager to attend the Minister's Office monthly meeting this week.

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

- a. December 2023 financial results and 2023-24 full year forecast were presented.

7. SLT noted the following **Strategy & Engagement matters**:

- a. The Agency's 2024 Business Plan has been finalised and is attached.

8. SLT noted the following **Key Operational matters**:

NIL

Other business

NIL

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



SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 23 January 2024

The Senior Leadership Team met on 23 January 2024. **Sch 2.2(a)(ii)a)(ii)** chaired the meeting. **Sch 2.2(a)(ii)** were apologies and there were no conflicts of interest identified.

1. The **Commissioner** reported the following:
 - a. the New Year is a good opportunity to refocus on meeting our workplace visit targets. The numbers are currently below where we'd like to be in relation to the number of WPVs being undertaken.
 - b. **Sch 2.2(a)(ii)** met with the Minister on Wednesday 17 January 2024 to discuss the operational and business plans. A secondary meeting is being held 24 January 2024 with the Minister's advisor to discuss the business plan in more detail. The Minister remains very supportive of the work being undertaken by the agency.
 - c. work is continuing to implement the findings of the **Sch 2.2(a)(ii)** prosecutions review.
 - d. the need to prioritise recruitment. Panel chairs are reminded to ensure paperwork associated with recruitment is completed and submitted in a timely manner to avoid unnecessary delay. All necessary paperwork is to be provided to the HR team in the first instance.
 - e. managers to ensure probation reports are completed and submitted to the HR team in a timely manner in line with report due dates to avoid undesirable outcomes and to afford any necessary due process.
2. SLT noted the following key **Staffing/corporate matters**:
 - a. **Sch 2.2(a)(ii)** has been promoted to the role of Senior Director, Compliance & Enforcement
 - b. two suitable candidates have been identified from the ASO5 Executive Assistant round. **Sch 2.2(a)(ii)** commence as **Sch 2.2(a)(ii)** and **Sch 2.2(a)(ii)** EA (date TBA). A second candidate has been approached to work as an additional Regulatory Assistant to **Sch 2.2(a)(ii)** Compliance & Enforcement.
 - c. the ASO4 Corporate Support Officer, HR & Corporate paperwork to cover **Sch 2.2(a)(ii)** leave has been sent to Shared Services for advertising.
 - d. the SOGC, Legal Policy, Investigations paperwork has been sent to Shared Services for advertising.
 - e. the SOGC Assistant Director, Construction position closes 2 February 2024.
 - f. the WCO5 Inspector positions in General and Construction close 1 February 2024.
 - g. the SOGC Assistant Director, Media and Comms position closes 23 January 2024.
 - h. the SOGB Director, Psychosocial and Vulnerable Workers position closes 7 February 2024.
 - i. the WCO6 Inspector, Psychosocial position closed 18 January 2024 and shortlisting is underway.

- j. the WCO6 Inspector, Vulnerable Workers position closed 15 January 2024 and shortlisting is underway.
- k. consultation has commenced for the AM and PM inspector phone shifts.
- l. Sch 2.2(a)(ii) has permanently transferred into the Quality, Coaching and Systems team effective 22 Jan 2024.
- m. Sch 2.2(a)(ii) to commence as Assistant Director, DS and OH, from 29 January 2024.

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

- a. there were no Riskman submissions over the past week.
- b. issue with the hot and cold water taps on level 4 has been resolved.
- c. a risk assessment is being prepared regarding the temperature in certain areas of Level 4.

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

NIL

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

NIL

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

- a. internal audit for financial processing and controls has been signed.

7. SLT noted the following **Strategy & Engagement matters**:

- a. received an urgent ministerial last week following a complaint from a member of the public which has now been handled.
- b. next WHS Council meeting to be held 29 February 2024.
- c. next HWSA meeting being held in Tasmania 1 March 2024.

8. SLT noted the following **Key Operational matters**:

- a. provided an update on the progress of the consideration of the three enforceable undertakings being considered by CMP.

Other business

NIL

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



SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 30 January 2024

The Senior Leadership Team met on 30 January 2024. Sch 2.2(a)(ii) chaired the meeting. The Commissioner Sch 2.2(a)(ii), and Sch 2.2(a)(ii) were apologies and there were no conflicts of interest identified.

1. The **Deputy Commissioner** reported the following:
 - a. the Commissioner has continued reviewing investigations materials over the past week
 - b. SLT continue to review the agency's performance in relation to meeting its Accountability Indicators. Agency performance is tracked in a number of ways including the number of workplace visits, safety outcomes and following up compliance with issued notices. Weekly planning and reporting will be reviewed to ensure accurate data and context is provided, and
 - c. SLT+ (The Commissioner, Deputy Commissioner, Senior Directors and Directors) will now meet each fortnight. SLT (The Commissioner, Deputy Commissioner, Senior Directors and Corporate Directors) will meet on alternative fortnights.
2. SLT noted the following key **Staffing/corporate matters**:
 - a. the ASO4 Corporate Support Officer position has been withdrawn and will be readvertised as an ASO5 with greater focus on facilities, fleet and the delivery of corporate services
 - b. the ASO5 Communications Officer position closes on 31 January 2024
 - c. the WCO5 positions in the General Industries and Civil, Residential and Commercial Construction (CRCC) close 1 February 2024
 - d. the SOGC Assistant Director, position closes 2 February 2024
 - e. the SOGB Director, Psychosocial and Vulnerable Workers position closes 7 February 2024
 - f. shortlisting commences this week for the SOGC Assistant Director, Media and Communications
 - g. shortlisting has commenced for the WCO6 Psychosocial Inspector position
 - h. shortlisting has been finalised for the WCO6 Vulnerable Workers Inspector position with interviews to be held next week
 - i. Sch 2.2(a)(ii) is returning to the Agency in the Investigations Team on 2 February 2024
 - j. Sch 2.2(a)(ii) is commencing as a graduate in the Strategy team on 12 February 2024, and
 - k. Sch 2.2(a)(ii) is commencing in the Executive team on 12 February 2024.

3. SLT discussed the following **Internal WHS matters**:
 - a. there were no RiskMan's submitted over the past week, and
 - b. a Multiple Hazards risk assessment concerning facilities on Level 4 has been completed in consultation with staff and added to the agency's risk register.

4. SLT noted the following **Audit & Corporate Risk matters**:
 - a. the scope for the internal audit of financial processes has been agreed and commences in early March 2024, and
 - b. Sch 2.2(a)(xi) has finalised the field work and will now be collating their findings on the current internal audit on brand recognition and reputation.

5. SLT noted the following **Government business matters**:
 - a. there are currently two FOIs underway, and
 - b. the February sitting OTBs have been progressed to the Ministers Office.

6. SLT noted the following **Finance matters**:
 - a. the 2023-24 budget review is occurring on 6 February, the agency has no supplementary appropriation through this process.
 - b. data and finance team will work on streamlining the accountability indicator measuring processes ahead of the upcoming audit, and
 - c. shared services has advised that the number of invoice scams has increased recently, so a new supplier information update is being implemented. If you see any suspicious invoices, please contact the finance team.

7. SLT noted the following **Strategy & Engagement matters**:
 - a. the Monthly Media and Communications report was presented, with nil comments or questions.

8. SLT noted the following **Key Operational matters**:
 - a. the intelligence-led campaign on car retail wrapped up last week, and the campaign on supermarkets is scheduled to commence next week.

Other business

NIL

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



SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 06 February 2024

The Senior Leadership Team met on 06 February 2024. **Sch 2.2(a)(ii)a)(ii)** chaired the meeting. There were no apologies and there were no conflicts of interest identified.

1. The **Commissioner** reported the following:
 - a. the pleasing news that the planned move to Level 5 of the Nara Centre is going ahead by the end of February 2024.
 - b. the morning tea last week was a great success, the Commissioner reiterates the message that as an agency we don't have the luxury of being complacent as it can have such a negative impact on workers.
 - c. the Media and Communications survey that is currently on LinkedIn will be sent out to ACT workplaces to gain further data and information.
 - d. the Commissioner presented last week to the Master Builders Association regarding psychosocial management and hazards. The presentation went very well and the audience was very engaged.
 - e. the Commissioner, Deputy Commissioner and the Executive Branch Manager met with WSG recently to discuss the governments response to the **Sch 2.2(a)(ii)** prosecutions review, codes of practice and the Omnibus request to retrospectively amend section 173 of the WHS Legislation.
 - f. last week the Commissioner met with **Sch 2.2(a)(ii), Sch 2.2(a)(xi)** Discussions surrounded excessive work hours, fatigue, prosecutions and WSACT crane work.
 - g. last week the Commissioner met with **Sch 2.2(a)(ii)**ty, the ACT Inspector for Correctional Services. Discussions surrounded Bimburri, court transport and current issues with training and workplace violence.
2. SLT noted the following key **Staffing/corporate matters**:
 - a. the SOGC Legal Policy position closes 13 February 2024.
 - b. the SOGB Psychosocial and Vulnerable Worker position closes 7 February 2024.
 - c. the panel is commencing shortlisting for the WCO5 CIT and GIT positions.
 - d. shortlisting has commenced for the ASO5 Media and Communications position.
 - e. interviews commence this week for the SOGC Media and Communications position.
 - f. shortlisting has commenced for the WCO6 Psychosocial Inspector position.
 - g. interviews commence this week for the WCO6 Vulnerable Workers position.
 - h. **Sch 2.2(a)(ii)** last day at WorkSafe ACT is 5 February 2024.
 - i. staff are reminded to lock away assets such as laptops at the end of the working day and not to leave them on their desks.

- j. managers are reminded to inform the HR team of HDA's, transfers and any contract changes with a minimum of 10 business days' notice to meet payroll cut-off deadlines, and
 - k. ACT Property Group have confirmed the move to Level 5 will occur by the end of February, and they have put plans in motion to organise the requirements for a lactation room.
3. SLT discussed the following **Internal WHS matters**:
 - a. there was one RiskMan submitted over the past week.
 4. SLT noted the following **Audit & Risk matters**:
 - a. a meeting in early March is scheduled with Sch 2.2(a)(xi) to discuss the findings of the most recent internal audit on Brand, Value and Reputation, and
 - b. a meeting is scheduled for June to progress the next internal audit on Financial Processes.
 5. SLT noted the following **Government business matters**:
 - a. there is currently one Ministerial Correspondence in process.
 6. SLT noted the following **Finance matters**:
 - a. a review of the ICT asset data is currently under way, please inform the finance team of any asset number changes directly arranged from Shared Services ICT.
 7. SLT noted the following **Strategy & Engagement matters**:
 - a. the quarterly report is underway and will be progressed to the Commissioner shortly.
 8. SLT noted the following **Key Operational matters**:
 - a. the proactive campaign on retail and supermarkets commenced this week.

Other business

- a. the HR and Corporate team are currently progressing through the testing process of the new RiskMan Reporting System, and
- b. the agency has agreed on the following times for the phone shifts:
 - 08:30am to 12:30pm
 - 12:30pm to 16:51pm

The HR and Corporate team are progressing this to Shared Services and will implemented shortly after.



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

SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 12 February 2024

The Senior Leadership Team met on 12 February 2024. Sch 2.2(a)(ii) chaired the meeting. The Commissioner, Sch 2.2(a)(ii) and Sch 2.2(a)(ii) were apologies and there were no conflicts of interest identified.

1. The **Commissioner** was an apology and did not provide a report.
2. SLT noted the following key **Staffing/corporate matters**:
 - a. the SOGC Assistant Director, Finance position closes 21 February 2024.
 - b. the ASO6 Senior Finance Officer position closes 23 February 2024.
 - c. the SOGC Assistant Director, Legal Policy position closes 13 February 2024.
 - d. the WCO6 Senior Investigator position closes 23 February 2024.
 - e. the panel is shortlisting the SOGB Director, Psychosocial and Vulnerable Workers position.
 - f. the panel is shortlisting the SOGC Assistant Director, Civil, Residential and Commercial Construction position.
 - g. the panel is shortlisting the WCO5 General and Construction round.
 - h. the panel is shortlisting the ASO5 Media and Comms Officer position.
 - i. interviews were held last week for the SOGC Assistant Director, Media and Comms position.
 - j. the panel is preparing the report for the delegate for the WCO6 Psychosocial Inspector position.
 - k. interviews were held last week for the WCO6 Vulnerable Workers Inspector position.
 - l. Sch 2.2(a)(ii) commenced in the corporate team this week as the Executive Assistant for the Deputy Commissioner and the Executive Branch Manager.
 - m. Sch 2.2(a)(ii) commenced in the Strategy and Engagement team this week as a graduate.
 - n. one of the Mitsubishi Outlanders has a fault and will be sent in for repairs under warranty next week.
 - o. corporate is finalising arrangements for the agency's consolidation on Level 5. A request has been submitted to make a few modifications to include additional workstations. Once advice is received we will be able to provide clearer advice on timing.
 - p. the HSR and HR & Corporate team members attended the Whole of Government WHS Risk reporting tool which will replace RiskMan. Information will be circulated closer to the roll out of the new system, and
 - q. Sch 2.2(a)(ii) is now running the WorkLess Social Club, please contact her with any ideas, questions, or queries.

3. SLT agreed to **consult with staff on a number of proposed reporting line changes** and agreed that the proposal would be circulated to staff and their representatives on 14 February.
4. SLT discussed the following **Internal WHS matters**:
 - a. there were no RiskMan reports submitted over the past week, and
 - b. the process to replace **Sch 2.2(a)(ii)** as Deputy HSR.
5. SLT noted the following **Audit & Risk matters**:
 - a. **Sch 2.2(a)(xi)** has provided the draft report on the Brand Recognition and Reputation audit. Management comments will be discussed and the report tabled at the next Audit and Risk Committee meeting in early March 2024.
6. SLT noted the following **Government business matters**:
 - a. there is currently one Ministerial reply in drafting.
7. SLT noted the following **Finance matters**:
 - a. the January 2024 Financial Management Report, including financial performance and key issues
 - b. the focus areas for spending until the end of this financial year
 - c. the LHL applications data for January 2024 year year-to-date, with higher application numbers than anticipated.
 - d. the current staffing FTE versus the budgeted staffing FTE by the end of the financial year, and
 - e. the varying use of each vehicle.
8. SLT noted the following **Strategy & Engagement matters**:

NIL
9. SLT noted the following **Key Operational matters**:
 - a. agency wide plans are underway for the upcoming Multicultural festival and the Canberra Show, and
 - b. the proactive retail campaign on Supermarkets commenced this week.

Other business

The Deputy Commissioner discussed the change to hold SLT+ meetings each fortnight to facilitate greater communication among the whole management team and to ensure greater consistency of decision making between teams.

Sch 2.2(a)(xvi)

Sch 2.2(a)(xvi)

Noting that projects have been included in the business plan which deal with many of these issues, a plan will be provided to SLT+ to address these matters as quickly as possible.

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

SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 20 February 2024

The Senior Leadership Team met on 20 February 2024. **Sch 2.2(a)(ii)a(ii)** chaired the meeting. **Sch 2.2(a)(ii)** was an apology and there were no conflicts of interest identified.

1. The **Commissioner** reported the following:
 - a. the ongoing investigation into the potentially asbestos contaminated mulch being distributed around the ACT. The Commissioner discussed the recent press release by the EPA regarding this matter and WorkSafe ACT's position and plan going forward.
2. SLT noted the following key **Staffing/corporate matters**:
 - a. the ASO5 Corporate Officer position will be advertised shortly.
 - b. the ASO5 Vulnerable Workers Officer position closes 28 February 2024.
 - c. the WCO6 Senior Investigator position closes 23 February 2024.
 - d. the SOGC Assistant Director, Finance position closes 21 February 2024.
 - e. the ASO6 Senior Finance Officer closes 23 February 2024.
 - f. the panel is shortlisting for the SOGC Assistant Director, Legal Policy position.
 - g. the panel is seeking referee reports for the SOGB Director, Psychosocial and Vulnerable Workers position.
 - h. interviews will commence next week for the SOGC Assistant Director, Construction team.
 - i. interviews have commenced for the WCO5 GIT and CIT inspector round.
 - j. shortlisting has commenced for the ASO5 Communications Officer position.
 - k. **Sch 2.2(a)(ii)** is the successful candidate for the SOGC Assistant Director, Media and Communications position. Congratulations Owen!
 - l. the successful candidate for the WCO6 Psychosocial Inspector position is **Sch 2.2(a)(ii)**.
 - m. the report for the WCO6 Vulnerable Worker Inspector position is with the delegate for consideration.
 - n. **Sch 2.2(a)(ii)** is back at WorkSafe ACT and is now working in the Vulnerable Workers team.
 - o. **Sch 2.2(a)(ii)** is commencing as the SOG A of the Engagement team on 4 March 2024.
 - p. recruitment panels are reminded to have paperwork to the HR team as early as possible to ensure the team is able to secure a scribe as necessary.
 - q. Chairpersons are reminded to review the cover sheet of applications submitted via the ACT Government Jobs website to determine specific hiring requirements and suitability, such as disclosed matters.

- r. CMTEDD have drafted a policy on Menstruation and Menopause leave and flexible working arrangements, this will be distributed once released, and
 - s. there is an upcoming Staff Consultative Committee meeting next week with new members attending.
3. SLT discussed the following **Internal WHS matters**:
 - a. there were no RiskMan's submitted over the past week, and
 - b. the recent concerns around the updating and knowledge of SOP's within teams which was brought to SLT's attention by the HSR's.
 4. SLT noted the following **Audit & Risk matters**:
 - a. the next committee meeting will be held on 4 March, where the most recent audit report will be tabled. This report will be circulated once accepted by the committee.
 5. SLT noted the following **Government business matters**:
 - a. the Monthly Ministers meeting scheduled for this week has been cancelled due to the Minister's leave arrangements. The first quarterly report of 2024 will be presented at the next months meeting.
 6. SLT noted the following **Finance matters**:
 - a. the Chief Financial Officer attended a monthly Finance Service Collaboration forum and discussed the potential for introducing thresholds for corporate credit card receipt requirements for transactions with a low value.
 - b. Treasury is seeking a response from agencies for a proposed extension of the Audit Report for the 2023-24 Statement of Performance, and
 - c. the 2023-34 FBT year finishes at the end of March. All health and wellbeing reimbursement requests need to be made through Shared Services portal by Thursday 7 March 2024.
 7. SLT noted the following **Strategy & Engagement matters**:
 - a. the Strategy team are currently working on a brief for the Commissioner for the upcoming HWSA meeting, and
 - b. the Engagement team is currently working on a Worker's Compensation presentation for the Commissioner for an upcoming Summit she will be guest speaking at.
 8. SLT noted the following **Key Operational matters**:
 - a. the Inspectorate planning for the upcoming Canberra Show is well underway and the current intelligence-led campaign on retail supermarkets if going well, and
 - b. the Investigations team have now secured and been in touch with a DPP contact to who will now be managing and progressing WSACT cases.

Other business

NIL

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



SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 27 February 2024

The Senior Leadership Team met on 27 February 2024. Sch 2.2(a)(ii) chaired the meeting. Sch 2.2(a)(ii) and Sch 2.2(a)(ii) were apologies and there were no conflicts of interest identified.

1. The **Commissioner** reported the following:
 - a. a big thank you to the agency for their efficient and effective responses to all of the pressing needs required from the asbestos contaminated mulch matter. The Commissioner stated she is proud of the agency, whilst advising that the urgency with which we manage this matter needs to continue. The Commissioner informed SLT of the updated results in relation to this matter and discussed plans moving forward.
 - b. a letter was sent from Sch 2.2(a)(ii) the Sch 2.2(a)(xi) to Ministers and Treasurer regarding the remediation of the asbestos contaminated mulch. The letter made mention to WorkSafe ACT and was complimentary of the agency's approach and efforts in relation to the matter thus far.
 - c. the pressing need for recruitment processes to be completed swiftly. The Agency has budgeting, operational and staffing requirements that depend on recruitment processes being completed as soon as possible. This includes preparation of paperwork for advertising and organising short listing and interviews as soon as the applications have been received.
 - d. the recently established Safe Work Australia investigation portal. The Commissioner reiterated to SLT that moving forward with prosecutions continues to be a major goal of the agency as it is an important tool for general deterrence.
 - e. the Commissioner informed SLT of her working arrangements for the rest of the week, she will be in Melbourne attending a Worker Compensation Summit as a guest speaker. She will also be travelling to Tasmania to attend the first HWSA meeting of the year.
2. SLT noted the following key **Staffing/corporate matters**:
 - a. the ASO5 Corporate Officer position closes 12 March 2024.
 - b. the ASO5 Vulnerable Workers position closes 28 February 2024.
 - c. shortlisting will commence this week for the WCO6 Senior Investigator position.
 - d. the SOGC Assistant Director, Finance position closed 21 February 2024, with seven applications received.
 - e. the ASO6 Senior Finance Officer position closed 23 February 2024, with 12 applications received.
 - f. shortlisting will commence next week for the SOGC Assistant Director, Legal Policy position.



- g. the successful applicant for the SOGB Director, Psychosocial and Vulnerable Workers position is **Sch 2.2(a)(ii)**.
 - h. the SOGC Assistant Director, Construction interviews were held on 27 February 2024.
 - i. the panel is preparing the report on the outcomes of the WCO5 Inspector, GIT and CIT round.
 - j. interviews commence next week for the ASO5 Media and Communications officer position.
 - k. the successful applicants for the recent WCO6 roles are **Sch 2.2(a)(ii)** (Strategy) and **Sch 2.2(a)(ii)** (General), with start dates to be confirmed.
 - l. there is still work to be done on levels 4 and 5 by ACT Property Group, prior to a move date being confirmed.
 - m. Access Canberra has been made aware of the on-call transferring issues this week and is aiming to remedy the situation, and
 - n. an MOU has been signed between the OLA and WSACT, which now requires inspectors who are attending the OLA for inspections to take a copy of the MOU with them.
3. SLT discussed the following **Internal WHS matters**:
- a. there were no Riskman submissions during the past week, and
 - b. a vote for the new HSR will take place at next week's All Staff Meeting
4. SLT noted the following **Audit & Risk matters**:
- a. the next meeting of the Audit and Risk Committee is scheduled for next week. At this meeting the report on the most recent internal audit on Brand Value and Reputation will be tabled.
5. SLT noted the following **Government business matters**:
- a. there are currently two FOI's being actioned, and
 - b. there is currently one Ministerial Correspondence being actioned.
6. SLT noted the following **Finance matters**:
- a. the 2023-24 Financial Audit Webinar is on Wednesday this week. The Audit Office and Treasury will discuss key areas and timeframes for the end of year audit process. The Finance team, Deputy Commissioner and **Sch 2.2(a)(ii)(a)(ii)** will be in attendance.
 - b. the public hearing for the second Appropriation Bills will be held on Thursday and the Committee is releasing a report by the end of the following week. The Finance team will be monitoring the report and the required involvement of the agency, and
 - c. a Salesforce minute is being prepared for the Commissioner's consideration in relation to the timing of the Phase three release.
7. SLT noted the following **Strategy & Engagement matters**:
- NIL



8. SLT noted the following **Key Operational matters**:
- a. there is health monitoring for inspectors occurring this week, whilst the intelligence led campaign on retail supermarkets continues, as well as ICAM training.

Other business

NIL

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

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SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 05 March 2024

The Senior Leadership Team met on 05 March 2024. Sch 2.2(a)(b)(ii) chaired the meeting. Sch 2.2(a)(ii) was an apology and there were no conflicts of interest identified.

1. The **Commissioner** reported the following:
 - a. last week involved an abundance of media following the contaminated mulch matter. The Commissioner gave thanks to Sch 2.2(a)(ii), and their teams for their continued great work on this matter.
 - b. meeting with Sch 2.2(a)(ii) from the MBA last week, which involved discussions regarding the current asbestos contaminated mulch matter. As well as meeting with WSG last week, which involved discussions on the progress of the government's response to the Sch 2.2(a)(xi) prosecutions review.
 - c. the Commissioner has been working to have the Sch 2.2(a)(ii) prosecution review accepted by Government.
 - d. the Commissioner, Sch 2.2(a)(a) and B attended the Build Skills breakfast launch.
 - e. attending the Worker's Compensation Summit in Melbourne last week as a guest speaker. The Commissioner thanked the teams for their work on the presentation, it was well received. The Commissioner also noted that there were great networking opportunities at the event and is looking forward to following up on the connections that were made.
 - f. Sch 2.2(a)(x)
[REDACTED]
 - g. gave thanks to the Deputy Commissioner for attending the WHS Council meeting on the Commissioners behalf last week. The Deputy Commissioner mentioned that the meeting involved discussions on remediation of the asbestos contaminated mulch and updates on the governments position on the Sch 2.2(a)(ii) prosecutions review.
 - h. thank you to the Engagement team for the All Staff Meeting this Monday that went very well, with a wealth of positive comments circulated following the meeting regarding the agency's culture and future.
2. SLT noted the following key **Staffing/corporate matters**:
 - a. the SOGB Director, Strategy position closes 13 March 2024.
 - b. the ASO5 Corporate Officer position closes 12 March 2024
 - c. the panel is shortlisting this week for the Vulnerable Workers Officer position.
 - d. shortlisting has been finalised for the WCO6 Senior Investigator position.
 - e. shortlisting has commenced for the ASO6 Senior Finance Officer position.
 - f. the report is being prepared for the delegate for the SOGC Assistant Director, Finance position.

- g. shortlisting will commence this week for the SOGC Assistant Director, Legal Policy position.
 - h. the report is being prepared for the delegate for the SOGC Assistant Director, Construction position.
 - i. interviews have been conducted for the ASO5 Communications Officer position.
 - j. Sch 2.2(a)(ii) is commencing in the General Team on 14 March 2024.
 - k. Sch 2.2(a)(ii) is commencing as the Director for the Psychosocial and Vulnerable Workers Team on 14 March 2024.
 - l. there was a reminder for staff to go through managers to discuss hands on HR matters instead of defaulting to the Strategic HR team.
 - m. the Mitsubishi Outlander which was returned to the dealer under warranty has been fixed and is ready to be used.
 - n. only the results from the staff health monitoring will be sent to WorkSafe ACT, not the questionnaire completed on arrival, and
 - o. the PPE and Uniform policies have been sent out to all staff for discussion as part of the annual review consultation.
3. SLT discussed the following **Internal WHS matters**:
- a. congratulations to Sch 2.2(a)(ii) for becoming the new Health and Safety Representative (HSR) and a big thankyou to Brad Barrett for being the HSR for the past two years, and
 - b. there were no RiskMans lodged over the past week.
4. SLT noted the following **Audit & Risk matters**:
- a. the Audit and Risk Committee met on Monday and the results of the most recent internal audit on Brand, Value and Reputation were tabled. The recommendations were all very positive and provide some interesting work for the Communications Team, and

Sch 2.2(a)(xi)

5. SLT noted the following **Government business matters**:
- a. there is one FOI currently in process.
6. SLT noted the following **Finance matters**:
- a. the Chief Financial Officer (CFO) attended a meeting with Sch 2.2(a)(xi) this week to discuss the next internal audit on financial processes. The audit will commence next week and will focus on financial policies, internal controls, procurement and infringement notice procedures, and
 - b. the System Team and CFO are attending a Salesforce presentation this week to discuss Salesforce integration opportunities.
7. SLT noted the following **Strategy matters**:
- NIL

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

NIL

9. SLT noted the following **Key Operational matters**:

- a. planning for the April 2024 – June 2024 operational plan has commenced, which will include a Jervis Bay Territory trip.

Other business

NIL

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

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SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 12 March 2024

The Senior Leadership Team met on 12 March 2024. **Sch 2.2(a)(a)(ii)** chaired the meeting. **Sch 2.2(a)(a)** was an apology and there were no conflicts of interest identified.

1. The **Commissioner** reported the following:
 - a. the Commissioner is prioritising EU decision before she goes on leave in one week. SLT noted the necessity to alter current EU processes to aid in decision making and potential leave requirements
 - b. the Commissioner met with **Sch 2.2(a)(ii)** from HIA last week for a regular meeting
 - c. last week the Commissioner attended six International Women's Day events. The vast variety of guest speakers were the highlights at each event
 - d. it was a great week for engagement opportunities. The toolbox talk with Empowered Electrical Solutions was very well received and created opportunities to tap into different areas of the construction industry
 - e. NAWIC and ACT Training Authority spoke with the Commissioner about a safety session in the near future
 - f. the International Women's Day Morning Tea on Level 5 last week was a great success, thank you to the Engagement team for hosting. The Commissioner noted that there was a great amount of positive feedback and discussions following the morning tea
 - g. the **Sch 2.2(a)(xi)** training last week was well received, and
 - h. discussions have commenced between Unions ACT, CFMEU and WSACT in regard to the Workers Memorial Day for 2024. More information regarding the memorial is to come.
2. SLT noted the following key **Staffing/corporate matters**:
 - a. the SOGB Director. Strategy position closes 13 March 2024
 - b. the ASO5 Corporate Officer position closes 12 March 2024
 - c. the ASO5 Vulnerable Workers Officer position closed 28 February 2024
 - d. interviews will be held in the coming week for the WCO6 Senior Investigator position
 - e. the successful applicant for the temporary SOGC Senior Finance officer position is **Sch 2.2(a)(ii)**
 - f. interviews will be held in the coming week for the SOGC Assistant Director, Legal Policy position
 - g. the successful candidate for the SOGC Assistant Director in Construction is **Sch 2.2(a)(e)** **Sch 2.2(a)(ii)**, well done **Sch 2.2(a)(e)**
 - h. the report is being prepared for the delegate to finalise the ASO5 Communications officer position process
 - i. **Sch 2.2(a)(ii)** has moved into the Legal Policy team from the Strategy team

- j. managers are reminded to prioritise return to work plans for staff as necessary in a timely manner
- k. the PPE and Uniform policies have been distributed to staff for comment, and
- l. **Sch 2.2(a)(ii)** from the CPSU will take the place of **Sch 2.2(a)(ii)** on the Staff Consultative Committee.

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

- a. there were no RiskMans lodged over the past week,
- b. there was a WHS issue raised about shelving in the mud room, this has been resolved, and
- c. training is being organised for the new WorkSafe ACT HSR, **Sch 2.2(a)(ii)**.

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

- a. the daft minutes from the most recent Audit and Risk Committee meeting have been circulated to members for comment
- b. an additional internal audit on some of the SOPs is being arranged with **Sch 2.2(a)(xi)** and
- c. the Media and Communications team has met with **Sch 2.2(a)(xi)** to further discuss the outcomes of the most recent internal audit on brand, value and reputation.

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

- a. there is currently one FOI in process, and
- b. there is one OTB input request regarding the asbestos contaminated mulch in process.

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

- a. the Finance Team are working on the February Financial Management Report, which will be circulated to SLT prior to next week's meeting, and
- b. the Finance Team and the Chief Financial Officer will be meeting with Westpac this week to review current banking processes and security layers.

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

NIL

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

NIL

9. SLT noted the following **Key Operational matters**:

NIL

Other business

1. Sch 2.2(a)(iii), Sch 2.2(a)(xi)
[REDACTED]
2. The Executive Branch Manager prepared an options paper on staff attraction and retention for inspectorate staff. As a result of SLT+ discussion, a paper will now be presented to the next meeting of the Agency's Staff Consultative Committee (SCC). Pending feedback from the SCC consultation with the broader inspectorate and staff representatives will commence.
3. The realignment of the organisation structure was approved to begin on Thursday when Sch 2.2(a)(ii) starts at WS ACT.

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

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SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 19 March 2024

The Senior Leadership Team met on 19 March 2024. **Sch 2.2(a)(a)(ii)** chaired the meeting. **Sch 2.2(a)(a)** and **Sch 2.2(a)(ii)** were apologies and there were no conflicts of interest identified.

1. The **Commissioner** provided the following comments:

- a. met last week with **Sch 2.2(a)(ii)**, DDG Office of Industrial Relations and Workforce Strategy.
- b. met with the **Sch 2.2(a)(ii)** last week.
- c. extensive work has been undertaken on the consideration of multiple proposed Enforceable Undertakings (EUs) that have recently been presented to the Commissioner by Case Management Panel (CMP) for decision. The Commissioner noted that the decision-making process is intensive and thanked CMP for their diligence, professionalism and for providing well considered deliberations. The processes for EUs will continue to be improved, including the review of current guidelines and timelines.
- d. the notification of a positive sample of friable asbestos within the contaminated mulch was well managed by all teams involved and attracted media attention. The Commissioner particularly thanked **Sch 2.2(a)(ii)** for his continued diligence in working with the EPA on this matter and the Engagement team for their efforts and support.
- e. a meeting of the HWSA Psychological Health Community of Practice occurred last week, the Commissioner stated it was a great meeting with good work coming from this group.
- f. the Commissioner and the Deputy Commissioner met with **Sch 2.2(a)(ii)**, the Executive Group Manager at ACT Property Group last week. At the meeting, **Sch 2.2(a)(ii)** was able to confirm that there has been unexpected delays in regards to the agency consolidating on level 5. As updates are provided from Property Group all staff will be advised.
- g. the composition of all panels and all short lists must be cleared by the delegate (usually the Deputy Commissioner), and
- h. the Commissioner will be on leave from 20 March to 12 April 2024 inclusive. **Sch 2.2(a)(ii)** will act as Commissioner during this time, **Sch 2.2(a)(ii)** will act as Deputy Commissioner and **Sch 2.2(a)(ii)** will act as Executive Branch Manager. **Sch 2.2(a)(ii)** will continue managing the operational side of the agency during this time and those that usually report to him will continue to do so, while those who usually report to **Sch 2.2(a)(ii)** will report to **Sch 2.2(a)(ii)**.

2. SLT noted the following key **Staffing/corporate matters**:

- a. interviews for the SOGB Director, Strategy position commence this week.
- b. the ASO5 Corporate Officer position attracted 41 applications.
- c. the panel for the ASO5 Vulnerable Workers Officer position is preparing the final report for the delegate's consideration.

- d. interviews for the SOGC Assistant Director, Legal Policy position commence this week.
 - e. Sch 2.2(a)(ii) commences in the General team on 25 March 2024.
 - f. Sch 2.2(a)(ii) commences in the Construction team on 15 April 2024.
 - g. Sch 2.2(a)(ii) commences in the Regulatory Support position working to Sch 2.2(a)(ii) on 8 April 2024.
 - h. Sch 2.2(a)(ii) last day at WorkSafe ACT was 15 March 2024.
 - i. a reminder to all managers that when the Enterprise Agreements state that the Head of Service has powers for a particular circumstance, that the powers are delegated down to managers as per the WorkSafe HR delegations.
 - j. the Electronic Log Books in the WorkSafe ACT vehicles will be upgraded in the near future.
 - k. the Staff Consultative Committee meeting is scheduled for next week.
 - l. the odour from the male bathroom on Level 4 has been reported to ACT Property Group, some action has been taken but the situation will be monitored and addressed as required, and
 - m. the works required on level 5 prior to the agency being able to move are now imminent.
3. SLT discussed the following **Internal WHS matters**:
- a. there was one RiskMan submitted during the past week.
4. SLT noted the following **Audit & Risk matters**:
- a. A meeting with the internal auditors is scheduled for next week to discuss the upcoming internal audit on Standard Operating Procedures (SOPs), and
 - b. Sch 2.2(a)(ii) as the new WorkSafe ACT HSR has received information and options to undergo the relevant required training.
5. SLT noted the following **Government business matters**:
- a. there is currently one FOI in process, and
 - b. there is currently one piece of ministerial correspondence in process in relation to Workers' Compensation Insurance fees.
6. SLT noted the following **Finance matters**:
- a. the February 2024 Financial Management Report and Dashboard was presented, noting that the operating results were very similar to the January 2024 report.
 - b. the agency is moving towards only have completely electric vehicles, as per ACT Government requirements.
 - c. the Chief Financial Officer (CFO) attended the monthly Financial Services Collaboration and discussed:

 Sch 2.2(a)(xi)

Sch 2.2(a)(xi)

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

NIL

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

- a) the engagement team is currently looking into avenues for the Commissioner to make regular proactive media content.

9. SLT noted the following **Key Operational matters**:

NIL

Other business

NIL

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

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SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 26 March 2024

The Senior Leadership Team met on 26 March 2024. **Sch 2.2(a)(a)** chaired the meeting. There were no apologies and there were no conflicts of interest identified.

1. The **Acting Commissioner** reported the following:
 - a. the A/g Commissioner will today meet with **Sch 2.2(a)(ii)** regarding future legal services processes for WorkSafe ACT, and
 - b. the A/g Commissioner will tomorrow meet with **Sch 2.2(a)(ii)** for a WHS research discussion.
2. SLT noted the following key **Staffing/corporate matters**:
 - a. the panel for the SOGB Director, Strategy is preparing the final report for the delegate's consideration.
 - b. the panel is shortlisting applications for the ASO5 Corporate Officer position today.
 - c. the panel for the ASO5 Vulnerable Workers Officer position is preparing the final report for the delegate's consideration.
 - d. no one was found suitable for the WCO6 Senior Investigator position.
 - e. the panel for the SOGC Assistant Director, Legal Policy position is preparing the final report for the delegate's consideration.
 - f. no recruitment actions arising for the ASO5 Communications officer position.
 - g. Tatiana Lim has moved into a Legal Policy role in Investigations.
 - h. Kathryn Terracini has moved into the Vulnerable Workers team as a senior education officer.
 - i. no confirmed date for the move to level 5, however builders have been engaged to complete work prior to our move.
 - j. the next SCC meeting will be held tomorrow. Any interested staff are encouraged to join to increase representation across the agency.
3. SLT discussed the following **Internal WHS matters**:
 - a. there were no RiskMan reports lodged over the past week.
4. SLT noted the following **Audit & Risk matters**:
 - a. **Sch 2.2(a)(ii)(a)(ii)**, **Sch 2.2(a)(ii)** and **Sch 2.2(a)(ii)** have a meeting on Thursday with **Sch 2.2(a)(xi)** for the Standard Operating Procedures.

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

- a. there are two FOI requests in process.

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

Sch 2.2(a)(ii), Sch 2.2(a)(xi)

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

- a. meeting with Duncan Cockburn, Sch 2.2(a)(ii) and Catherine Matthews tomorrow to discuss the intelligence led campaign
- b. work is underway finalising a number of work plans in the Business Plan including for the HSR tool kit, WorkSafe ACT's 2024-2028 Strategic Plan, WorkSafe ACT's Compliance and Enforcement Policy and psychosocial matters, and
- c. preparing ACT data for the Safe Work Australia Comparative Performance Monitoring report.

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

- a. Sch 2.2(a)(ii) is returning from secondment this week
- b. Finalising paperwork to engage a temporary ASO6 for 6 months to refresh the website and intranet, and
- c. Phase two of the whole of government campaign of occupational violence will include a call to action to contact WorkSafe ACT.

9. SLT noted the following **Key Operational matters**:

- a. this week the team is focussing on closing existing cases and limiting proactive work – e.g. open cases of 90 days or longer
- b. the next quarterly draft operations plan was shared with SLT+ and members were invited to comment
- c. there will be a program of work looking at private and public sector education, and
- d. mulch is almost completely handed over to the taskforce.

10. **Other business**

- a. Sch 2.2(a)(ii) presented the draft WHS management plan to the SLT+ and requested feedback.



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

SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 09 April 2024

The Senior Leadership Team met on 09 April 2024. **Sch 2.2(a)(i)** chaired the meeting. **Sch 2.2(a)(ii)** were apologies and there were no conflicts of interest identified.

1. The Acting Commissioner reported the following;

a.
b.
c.

Sch 2.2(a)(xvi)

2. SLT noted the following key Staffing/corporate matters:

- a. Several recruitment processes are currently underway.
- b. WorkSafe ACT welcomes new starters **Sch 2.2(a)(ii)** (Compliance and Enforcement) who both commenced Monday 8 April.
- c. **Sch 2.2(a)(ii)** has permanently transferred to Vulnerable Workers team.
- d. **Sch 2.2(a)(ii)** has accepted a transfer to Major Projects from 11 April till October.
- e. All SLT and SLT Plus members have been briefed on changes to the ACT Discrimination Act. From 11 April 2024 a new positive duty clause will come into effect regarding the application of reasonable adjustments which will be expanded to include all protected attributes.
- f. The 'right to disconnect' has been added to the *Fair Work Amendment Act 2024*. This will come into effect 26 August 2024 and better informs how employees and employers interact outside of work hours. Further information relating to this can be accessed [here](#).
- g. The ACTPS is in the process of updating several existing whole of government policies. The HR team to provide further updates as they eventuate.
- h. ACT property group and contractors to conduct a walk-through on Wednesday this week to assess what further works are required to accommodate the move to L5.
- i. the SCC meeting was held last week with CPSU in attendance which generated positive discussions.

3. SLT discussed the following Internal WHS matters:

- a. **Sch 2.2(a)(ii)** currently redeveloping the WHSMP to incorporate changes to Health Monitoring review process. An all-staff email was circulated on 5 April 2024 which provided updates regarding how health monitoring reports should be handled, including adding a reviewer to ensure WorkSafe ACT as the PCBU is compliant with the *Work Health and Safety Regulation 2011*.

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

- a. **Sch 2.2(a)(xi)** and **Sch 2.2(a)(ii)** met with ACT Audit Office on Monday to discuss the internal audit function and role of the Audit and Risk Committee as part of the 2023-2024 financial statement audit process. Audit of financial processes is progressing well and the next audit on SOPs is set to commence in June.

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

- a. there are two FOI in process, and one subpoena.

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

Sch 2.2(a)(xi)

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

- a. Strategy team done the web plans for three major business plan projects.

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

- a. ACT government occupational violence campaign. **Sch 2.2(a)(ii)** met with officials and had a discussed our role in providing content and being a contact.
- b. looking at commencing industry breakfasts. Looking for 3 topics for the breakfasts such as HSRs, construction and education.
- c. Shortly advertising for an ASO6 EOI.

9. SLT noted the following **Key Operational matters**:

- a. Commencing intelligence led campaign in education this month following school holidays. Will contact Education Directorate to arrange inspections.

10. SLT noted the following **Key priorities by exception**:

- a. Nil.

Other business

11. SLT reviewing the draft work from home pilot program.

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



SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 16 April 2024

The Senior Leadership Team met on 16 April 2024. Sch 2.2(a)(ii)a(ii) chaired the meeting. Sch 2.2(a)(ii) was an apology and there were no conflicts of interest identified.

1. The **Commissioner** reported the following:
 - a. a big thank you to Sch 2.2(a)(ii) and everyone else for their efficient and effective work while the Commissioner was away.
 - b. the Deputy Commissioner welcomed back the Commissioner noting that a formal hand over had been given.
 - c. the Commissioner, the Deputy Commissioner and the EBM will attend their regular meeting with the Minister on 17 April 2024.
 - d. A range of meetings have been held regarding implementation of the Government's decision to ban Engineered Stone from 1 July 2024.
2. SLT noted the following key **Staffing/corporate matters**:
 - a. Sch 2.2(a)(ii) commenced on 15 April 2024 in the Civil, Residential and Commercial Construction Team.
 - b. there are a couple of new starters commencing soon – Sch 2.2(a)(ii) Assistant Director, Legal Policy and Sch 2.2(a)(ii) in the Vulnerable Workers Team.
 - c. Sch 2.2(a)(ii) has accepted a role for 12 months with ACT Parks starting on 29 April.
 - d. acting arrangements have been put in place for Sch 2.2(a)(ii) long leave from 24 April to 5 July, with Sch 2.2(a)(ii) to act as the SOGA Compliance and Enforcement and Sch 2.2(a)(ii) acting as the SOGB Compliance and Enforcement Operations.
 - e. the final interview for the ASO5 Corporate Officer position will be held today.
 - f. a range of whole of government policies and updated industrial relations information has been published on the employment portal including attraction and retention, flexible arrangements, leave advice and performance.
 - g. work to finalise the move from Level 4 to 5 is underway – crates will be delivered on 17 April 2024 to enable staff with PPE lockers to pack their lockers so the lockers can be moved on the weekend. Building work to remove a meeting room on level 5 will also be undertaken after hours on 17 April to enable six additional workstations to be set up. More detailed communication will be sent to all staff as soon as details are known. The Commissioner has asked for an update in writing.
 - h. the recruitment training for Senior Officers is being held on 17 April 2024.
 - i. a number of ELBs which function using 3G are being upgraded.
 - j. the final group of staff are undertaking health monitoring this week. As new starters commence health monitoring will form part of induction.
3. SLT discussed the following **Internal WHS matters**:
 - a. there was one RiskMan submission this week.
4. SLT noted the following **Audit & Risk matters**:
 - a. the Finance Team met with Sch 2.2(a)(xi) this week to discuss the internal audit on financial processes.

5. SLT noted the following **Government business matters**:
- there is one FOI and one subpoena being processed.
6. SLT noted the following **Finance matters**:
- Sch 2.2(a)(ii) tabled the March 2024 financial management report and Dashboard. The operating results, financial performance, staffing, motor vehicle usage and Aboriginal and Torres Strait islander procurement target for March year-to-date were discussed.

Sch 2.2(a)(ii), Sch 2.2(a)(xi)

- The internal audit for the finance procedures and internal controls is close to finalisation.

Sch 2.2(a)(iii), Sch 2.2(a)(xi)

7. SLT noted the following **Strategy matters**:
- Nil.
8. SLT noted the following **Engagement matters**:
- Worker's Memorial Day will be commemorated on 29 April. The Commissioner will be speaking at the event and encourages all staff to attend.
 - An options paper for topics for the first three industry breakfasts will be presented to the Commissioner this week.
 - The draft branding strategy will be provided to the Commissioner for consideration next week.
9. SLT noted the following **Key Operational matters**:
- Nil.
10. SLT noted the following **Key priorities by exception**:
- Nil.

Other business

- The social club committee tabled a minute regarding the outcome of its recent survey.

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



SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 23 April 2024

The Senior Leadership Team met on 23 April 2024. Sch 2.2(a)(ii) chaired the meeting. Sch 2.2(a)(ii) and Sch 2.2(a)(ii) were apologies and there were no conflicts of interest identified.

1. The Commissioner made a clear statement regarding the responsibilities of Senior Officers and SES officers about dealing with HR matters in their teams. The Commissioner asked all SLT+ members to speak directly to their teams about the role of the enabling services and particularly the matters which the Strategic HR and Industrial Relations Team deal with. The Commissioner asked for a guide to be prepared to assist staff in deciding where to direct their corporate, finance and HR inquiries.

The Commissioner noted that each of the enabling teams have a group mailbox. If you have an inquiry, it must be sent to the relevant inbox, messages sent via email or Teams to individuals will not be actioned or acknowledged.

2. SLT noted the following key Staffing/corporate matters:
 - a. Sch 2.2(a)(ii) was successful in gaining a permanent ASO5 in the Agency.
 - b. On 29 April 2024, Sch 2.2(a)(ii) is moving to the Engagement Team and Sch 2.2(a)(ii) will become the Executive Assistant to the Commissioner and EBM. An email regarding clearance arrangements will be circulated to all staff next week.
 - c. The Strategic HR and Industrial Relations team is preparing a factsheet for selection panel chairs on the process to be followed once a vacancy has been advertised.
 - d. The Strategic HR and Industrial Relations team is developing a policy to support staff rotation across the inspectorate. A consultation draft will be considered by SLT+ prior to be circulated to the Agency for consultation.
 - e. the ELBs in the vehicles have been updated from 3G to 4G capability.
 - f. the move to Level 5 is underway.
 - g. work is underway to consider all expiring contracts in the context of the Government's insourcing policy.
 - h. the work to standardise Business Continuity Plans across directorates has recommenced.
3. SLT discussed the following Internal WHS matters:
 - a. There was one RiskMan entry noted.
 - b. WHS issues, including any issues associated with the move should be directed to the HSR and Deputy HSRs in the first instance.

4. SLT noted the following Audit & Risk matters:
 - a. Nil.

5. SLT noted the following Government business matters:

a. Nil.

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

Sch 2.2(a)(xi)

b. The finance team is preparing a check list for procurement activity and planning agency wide procurement training with the training and capability team.

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

a. Nil.

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

- a. The Website Developer ASO6 position closes this week.
- b. The team attended Safe Work Australia's Communications Reference Group meeting. Discussion centred around Engineered Stone. WorkSafe ACT communication on the ban of engineered stone will be ACT specific using existing channels.
- c. The Commissioner and Deputy Commissioner received a presentation on a proposal for WorkSafe ACT to hold monthly industry breakfasts. The first breakfast will be at the end of May and will focus on the health sector.
- d. Worker's Memorial Day will be commemorated on Monday 29 April. Information about the event has been circulated and all staff are encouraged to attend.

9. SLT noted the following **Key Operational matters**:

a. Nil.

10. SLT noted the following **Key priorities by exception**:

a. Nil.

11. The SLT noted the following **key systems matters**:

- a. The last of the forms for Major Hazard Facilities, LHL Renewal Approval Process, Import Explosives Licence and Explosives Licences are undergoing PO review.
- b. ProQuest will be finalising elements of the Portal to be PO reviewed on Friday.
- c. The current proposed go live date for Phase 3 is 13 August.
- d. Sch 2.2(a)(xi) is taking leave from 1 May - 4 July. All Salesforce and Objective issues will manage by Sch 2.2(a)(ii) Please send any requests or issues to the Systems inbox.

Other business

12. SLT+ endorsed a four month Working from Home pilot for operational staff to commence on 20 May. Further information will be provided directly to the inspectorate and to the CPSU.

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

SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 30 April 2024

The Senior Leadership Team met on 30 April 2024. Sch 2.2(a)(a)(ii) chaired the meeting. Sch 2.2(a)(ii) Sch 2.2(a)(ii) and Sch 2.2(a)(a)(ii) were apologies and there were no conflicts of interest identified.

1. **The Commissioner** spoke about how moving the Workers' Memorial Day commemoration was. She noted her pride and gave a big thank you to everyone who helped in organising the event, particularly the Engagement Team and those who arrived early to help set up and to all those who attended to the event. UnionsACT has acknowledged and given thanks for the assistance provided by WorkSafe ACT.

2. **The Commissioner** provided the following update on the past week:

Sch 2.2(a)(xvi), Sch 2.2(a)(ii), Sch 2.2(a)(iii), Sch 2.2(a)(xi)

3. **The Commissioner** emphasised the need to keep on top of workplace visits, noting the need to balance responsive work and proactive work. It is the Commissioner's expectation that proactive work will be well planned and will occur outside of the intelligence led campaigns.

4. **The Commissioner** thanked Sch 2.2(a)(a)(ii) for his hard work on the move to level 5. The Commissioner asked all staff to ensure that the office is kept clean and tidy and trip hazards such as boxes left in the middle of the floor are eliminated.

5. SLT noted the following key **Staffing/corporate matters**:

- a. 37 applications were received in response to the ASO6 Web Developer position.
- b. 31 applications were received in response to the WCO6 Senior Inspector position. Shortlisting is scheduled for 3 May and interviews expected to be held 9 - 10 May.
- c. 45 applications were received in response to the WCO5 Inspector position.
- d. Strategic HR and Industrial Relations is preparing a recruitment guide for selection panel chairs which will be considered at the SLT+ meeting next week.
- e. Strategic HR and Industrial Relations is organising seated massages, booking information will be circulated as soon as it is available.
- f. Strategic HR and Industrial Relations and Capability is organising Respect at work training for all staff and resilience training. Information will be circulated when it is available.

SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 7 May 2024

The Senior Leadership Team met on 7 May 2024. Sch 2.2(a)(ii) chaired the meeting. Sch 2.2(a)(ii) were apologies and there were no conflicts of interest identified.

1. The Commissioner:

- a. Sch 2.2(a)(xi)
- b. highlighted the great work Sch 2.2(a)(ii) and the Engagement team have done on the progression of the Industry Breakfasts. Noting that WorkSafe ACT used to hold Construction industry breakfast, it has been a long-standing goal to reintroduce the breakfasts but focus them on multiple different industries to capture all workers, all workplaces. The first Industry Breakfast is on Friday 31 May and will focus on the Health industry, the response has been great so far and it is anticipated the series will be very successful.
- c. discussed potential options for better utilising the quarterly report for engagement opportunities, beyond reporting to WHS Council and the Minister. The Commissioner requested that the quarterly report be distributed within teams and discussed at team meetings to ensure staff remain connected and accountable.
- d. reflected on the all-staff meeting this week and thanked Strategic HR and Corporate and Capability for hosting. The Commissioner noted that the messages about culture and the way we work together needed to be raised, reiterating that a good workplace culture is everybody's responsibility, and negative behaviours need to be called out.

2. SLT noted the following key Staffing/corporate matters:

- a. the WCO6 Investigator position closed 6 May. Interviews will be held soon.
- b. the temporary ASO6 Media and Comms Events Officer position closes 7 May 2024.
- c. the ASO6 Web Developer position interviews will be held this Friday.
- d. the WCO6 Inspector bulk position interviews will be held Thursday and Friday.
- e. the WCO5 Inspector bulk round closed 25 April 2024. Shortlisting is in progress.
- f. Sch 2.2(a)(ii) commences in the legal policy team on 20 May 2024.
- g. Sch 2.2(a)(ii) commenced in the Vulnerable Workers team on 1 May 2024.
- h. Sch 2.2(a)(ii) last day with WorkSafe ACT is 22 May 2024.
- i. Sch 2.2(a)(ii) last day with WorkSafe ACT is 22 May 2024.
- j. a guide with step-by-step instructions for selection panel chairs on the recruitment process has been developed to assist in effectively navigating the process from the time a position is advertised. The guide highlights the points in the process where delegate approval is required. Sch 2.2(a)(xi) This guide will be published on SharePoint.

- k. the Strategic HR team is in the process of drafting a staff rotation policy for the inspectorate.
- l. there are several manager development training courses available on LMS designed to develop the skills and capabilities of staff with supervisory responsibilities. All managers and up-coming managers are encouraged to discuss this with their direct supervisors.
- m. there continues to be minor teething issues in relation to the office move, however most matters have been addressed or have been scheduled.
- n. there will soon be an asset stocktake throughout the office.
- o. the WorkSafe ACT Vehicles will be moved to Allara street on Friday 10 May to allow for the basement to be cleaned.
- p. a reminder that information privacy e-module on LMS is mandatory for all staff and must be completed.
- q. the moving crates should be collected and removed at some point this week, and
- r. the seated massages are booked in for 4 and 25 June 2024. Strategic HR will send out an email with further details.

3. SLT discussed the following Internal WHS matters:

- a. the staff health monitoring process is going well - thank you Brad.
- b. sharps disposal bins have been placed in the accessible bathrooms, and
- c. there have been no RiskMans submitted in the past week.

4. SLT noted the following Audit & Risk matters:

- a. the draft financial audit report has been received, and
- b. the Standard Operating Procedures Audit process will commence in June 2024.

5. SLT noted the following Government business matters:

- a. there is currently three FOIs in process, and
- b. there is currently one piece of Ministerial Correspondence in process.

6. SLT noted the following Finance matters:

- a. the draft audit report on financial procedure and controls has been provided with two recommendations;
 - Improve the infringement revenue collection process, and
 - Assurance from Shared Services for their procedural control.
- b. everyone in the agency need to work to implement audit recommendations, and
- c. the Finance team has informed Strategic HR and Strategy of their responsibilities and the due date in relation to the final budget statement that is due 29 May.

7. SLT noted the following Strategy matters:

- a. the Compliance and Enforcement, HSR and Strategy workplans are progressing as per the business plan.
- b. the team thanked all for their contributions to the quarterly report process, and
- c. a longstanding Long Service Leave matter has been finalised.

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

- a. the years' worth of industry breakfast plans will be shared amongst SLT for information and awareness.
- b. the visual concepts are underway for the managers toolkit, awaiting further content input, and
- c. the engagement team will discuss options for a pocket guide with the operations team.

9. SLT noted the following **Key Operational matters**:

- a. all final warning letters are confirmed to have now been sent out.
- b. education on specific processes is to come for the inspectorate.
- c. the work from home pilot is progressing well, and
- d. two matters with the court this week saw a guilty plea and will return to court before the end of the financial year.

Other business

NIL

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

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- b. Strategic HR and Industrial Relations is drafting a staff rotation policy for the Compliance and Enforcement Branch. Once a draft has been considered by SLT+ next week, consultation with all staff will occur.
 - c. the WCO6 Investigator position shortlisting today (14 May). Interviews will be held next week.
 - d. the WCO5 Inspector position shortlisting today (14 May).
 - e. Several upcoming job advertisements are sitting with Shared Services - all staff advice will be sent around once the positions go live.
 - f. **Sch 2.2(a)(ii)** is commencing her second rotation with Engagement team from 20 May.
3. SLT discussed the following Internal WHS matters:
- a. there have been no RiskMan notifications submitted in the past week.
 - b. The Corporate Team is compiling a WHS register and will provide a report on WHS matters and progress to each SCC meeting and SLT+ every 3 months.
4. SLT noted the following Audit & Risk matters:
- a. Quarterly report has been provided to the Committee chair.
 - b. the CFO is drafting the management comments in response to the internal finance audit report This will be circulated to Committee members for comment this week.
5. SLT noted the following Government business matters:
- a. there is one FOI in process, and
 - b. two replies to Ministerial correspondence in process.
6. SLT noted the following Finance matters:
- a. **Sch 2.2(a)(ii)** tabled the April 2024 financial management report and Dashboard. April saw an increase in financial activity over previous months. Employee expense is catching up with the budgeted amount as recruitment is successfully completed.
 - b. Territorial operating result was increased due to an increase in the number of infringement notices issued.
 - c. This is the first month for non-binary to be represented in our ratio chart on the Dashboard. The Aboriginal and Torres Strait Islander procurement has pleasingly increased and has reached to 7.71% which is in excess of three times the targeted amount. It is important to ensure this level of spending is maintained for the rest of the financial year.
 - d. **Sch 2.2(a)(ii)** recommended the engagement of an Aboriginal supplier to develop the Agency's Reconciliation Action Plan.
7. SLT noted the Strategy team is working on:
- a. Compliance and Enforcement Policy 2024-28
 - b. Compliance and Enforcement Policy - Workplace Privacy,
 - c. HSR Network and tool kit,
 - d. Strategic plan 2024-28,
 - e. Small business tool kit, and
 - f. the Psychosocial workplan.
8. SLT noted Engagement staff attended the Safe Work Australia Communications Reference Group meeting yesterday:
- a. WorkSafe ACT presented our strategic audience approach, which was very well received.

- b. QLD, SA, WA, NSW have a major focus on Silica and Engineered stone.
- c. NT focusing on electrical safety laws - public consultation is closing in June with commencement in July.
- d. The Comcare National Conference and conference dinner is planned for mid-August.
- e. Social media is another focus with Safe Work Australia reporting very high levels of engagement through channels such as Instagram when compared with subscriber mailing lists.
- f. Safe Work Australia announced the theme for October's National safe work month – "Safety is everyone's responsibility. The planned weekly topics will be:
 - 1 week - Work health and safety fundamentals
 - 2 week - Psychosocial hazards
 - 3 week - Risk management fundamentals
 - 4 weeks - Musculoskeletal injuries
- g. WorkSafe ACT will again have its own theme and weekly plans for Safe Work Month.
- h. Safe Work Australia is undertaking a research project to assist it to plan stakeholder engagement activities, preferences and channels.

9. SLT noted the following key Operational matters:

- a. **Sch 2.2(a)(ii)** updated SLT with the current status on warning letters, noting all 23 warning letters have been sent and currently there have been 8 withdrawals, 5 paid, and 1 request for a payment plan. If PCBUs do not pay, matters will be referred to the DPP.
- b. **Sch 2.2(a)(iii)** has organised training with ACT Fire & Rescue on 15 May.
- c. The Quarterly report was discussed with inspectors.
- d. The Psychosocial team is working through a complex complaint involving multiple complainants at the moment, but they are managing this very well.
- e. **Sch 2.2(a)(ii)** met with Michel Hiscox and received positive feedback about the inspectors.
- f. The WFH pilot is commencing next week. Inspectorate staff have the opportunity to Grill **Sch 2.2(a)** about this and other matters on 15 May.

10. SLT noted the following Investigation matters:

Sch 2.2(a)(xi), Sch 2.2(a)(iii)

Other business

11. **Sch 2.2(a)(ii), Sch 2.2(a)(xi)**

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



SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 21 May 2024

The Senior Leadership Team met on 21 May 2024. ^{Sch 2.2(a)(ii)}(a)(ii) chaired the meeting. ^{Sch 2.2(a)(ii)} were apologies and there were no conflicts of interest identified.

1. The Commissioner:

- a. announced the resignation of ^{Sch 2.2(a)(ii)}(a)(ii) Director Corporate and Capability. The Commissioner thanked him for all the work he has done at WorkSafe ACT ^{Sch 2.2(a)(ii)} ^{Sch 2.2(a)(ii)}
- b. attended the WHS Council meeting last Thursday and updated SLT on Council outcomes:
 - Discussion around proposed changes to the notification framework currently being considered by Safe Work Australia and WHS Ministers. The Commissioner will raise this issue with Minister Gentleman in this week's meeting.
 - The gender-based violence Code of Practice was agreed. This agreement prompted a discussion regarding the efficacy of communication methods.
 - Discussion on the extreme heat Code of Practice was postponed until next Council meeting, and
 - Discussion of the ban on engineered stone which is effective from 1 July 2024.
- c. met with ^{Sch 2.2(a)(ii)} and discussed among other things the pace of regulatory change and the desire for changes to be allowed to take effect and be evaluated.
- d. noted that the HWSA out of session meeting on the ban of engineered stone is scheduled for next week.
- e. met with new DPP ^{Sch 2.2(a)(ii)} last week and had a positive discussion.
- f. is working on human rights issues and proposed amendments to the ACT Human Rights Act to guarantee the human right to a safe and healthy work environment.

2. SLT noted the following key Planning/Staffing/Corporate matters:

Sch 2.2(a)(ii), Sch 2.2(a)(xi)

- e. ^{Sch 2.2(a)(ii)} is commencing on 3 June as the new corporate support officer.
- f. services for three of the cars in the fleet are booked for Thursday.

- g. recruitment across the board is progressing well, with the Director, Corporate, Capability and People to be advertised shortly.
- h. the moving crates will be collected this week so please empty out any remaining and leave in the Level 5 foyer.
- i. there is some minor work to be done with regards the move (labels for PPE/ABW lockers and additional workstations)
- j. the Capability Team is undertaking planning for next financial year.

3. SLT discussed the following Internal WHS matters:

- a. there have been no RiskMan notifications submitted in the past week.
- b. the next internal audit on SOPs is starting in early June.
- c. there has been some user testing done on the replacement system for RiskMan, thanks to [redacted] and the Inspectorate.

4. SLT noted the following Audit & Risk matters:

- a. the next meeting of the Audit and Risk Committee is set down for July to look over the 2023-24 financial statements.
- b. the management comments on the internal audit of financial processes and controls have been provided to the Audit and Risk Committee for consideration.

5. SLT noted the following Government business matters:

- a. two FOI in process
- b. one QTB for updating, and
- c. two ministerial correspondences in process.

6. SLT noted the following Finance matters:

- a. [redacted] 2(a)(ii) attended the Finance Services Collaboration Forum last Friday. There will be changes for the Procurement Act and regulation effective in July 2024. These changes will be communicated to all staff in June 2024.
- b. a new whole of government credit card policy went through consultation with the Audit Office and will be implemented from July 2024. The new policy will be available in SharePoint in June 2024.
- c. the due date for the draft budget statement for the policy and Strategic HR team is next Wednesday.

7. SLT noted the following Strategy matters:

- a. the psychosocial projects workplan is on track for completion by 31 May.

8. SLT noted the following Engagement matters:

- a. [redacted] 2(a)(ii) tabled the monthly report of engagement team to the SLT plus.
- b. and tabled the presentation to SLT Plus, which was presented to Safe Work Australia last week. The presentation is attached.
- c. on Friday has a meeting with the Commissioner to discuss a proposal to increase WorkSafe ACT's social media profile.

- d. Recruitment is in process for ASO6 (Events and Coms Officer) and ASO6 (Web Developer).

9. SLT noted the following key Operational matters:

- a. ^{sub 2.2(a)} 2.2(a)(ii) tabled the operational plan to the SLT Plus until July 2024.
- b. upcoming proactive programs for General Industries team are being considered.
- c. staff will be assisting ^{sub 2.2(a)(ii)} with testing of Risk Man this week.
- d. the WFH pilot has started and is going well.
- e. intelligence led campaign for Private Schools is underway, along with residential construction inspections.
- f. looking at staff resourcing for the Psychosocial team to work through a complex complaint involving multiple complainants.
- g. interviews underway today and tomorrow for investigations and WCO5 positions.
- h. the WCO6 bulk round report is being prepared for the consideration of the delegate.

10. SLT noted the following Investigation matters:

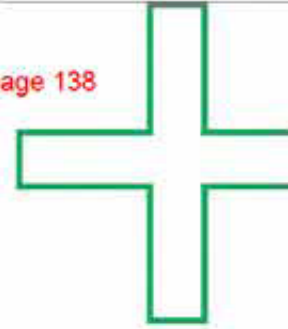
- a. a charge is being laid for one matter this week.

Other business

Nil.

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





SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 28 May 2024

The Senior Leadership Team met on 28 May 2024. **Sch 2.2(a)(ii)** chaired the meeting. **Sch 2.2(a)(ii)** and **Sch 2.2(a)(ii)** were apologies and there were no conflicts of interest identified.

1. The Commissioner:

- a. noted that it is Reconciliation Week and the 1967 referendum was the highest yes vote in the history of our country. It is important this week to reflect on the ongoing impact of colonisation and actively work to improve conditions for Aboriginal and Torres Strait Islander people
- b. updated that she and Deputy Commissioner met with ANZSOG's National Regulators Community of Practice last week to discuss WorkSafe ACT's recommendations for the extension to the Professional Regulator course for managers and experts
- c. reminded managers that it is PDP time and discussions with team members should be planned so that new agreements can be in place early in the new financial year, and
- d. noted the WFH pilot has commenced and mentioned that annual leave approvals should be considered in the context of operational requirements.


1. SLT noted the following key **Planning/Staffing/Corporate matters**:

- a. a number of recruitment advertisements close next week
- b. the selection paperwork for the WCO6, Senior Inspector roles is being finalised
- c. the selection paperwork for the ASO6 (Events and Communications Officer) and ASO6 (Web Developer Officer) is being finalised
- d. the final interviews for the WCO5, Inspector roles will be on 30 May
- e. **Sch 2.2(a)(ii)** is commencing on 3 June as the new Corporate Support Officer
- f. the Staff Consultative Committee met last week and briefly discussed the proposed mobility policy and current WFH pilot
- g. the servicing of the WorkSafe ACT vehicles is up to date
- h. the annual audit of PPE has been undertaken and a bulk order will be placed with **Sch 2.2(a)(ii)**
- i. the WorkSafe ACT Reconciliation Action Plan is being progressed, and
- j. ACTPG is working on resolving the outstanding property issues for the agency following the move.

2. SLT discussed the following **Internal WHS matters**:

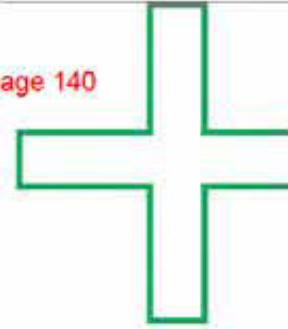
- a. there were no RiskMan notifications submitted in the past week, and
- b. a number of operational SOPs have been prepared and are being cleared.

3. SLT noted the following **Audit & Risk matters**:
 - a. the management comments on the internal audit of financial processes and controls have been approved by Audit and Risk Committee and will be sent to SLT out of session for noting
 - b. the contract for the Chair of the Audit and Risk Committee will be extended to match up with the WHS Commissioner's current contract, and
 - c. the internal auditor duties for next financial year were discussed.
4. SLT noted the following **Government business matters**:
 - a. one NPP, and
 - b. two pieces of ministerial correspondence are being finalised.
5. SLT noted the following **Finance matters**:
 - a. the May finance report has been commenced
 - b. working on the 2024-2025 budget process, and
 - c. discussed the increase of the WC premium and the need to cash management the increase.
6. SLT noted the following **Strategy matters**:
 - a. the Jurisdictional HWSA update paper has been completed
 - b. ILO reporting is due next week, and
 - c. the Strategy contribution to the Statement of Intent on track for completion this week.
7. SLT noted the following **Engagement matters**:
 - a. the industry breakfast with Health sector is on Friday 31 May 2024 and all tickets are gone
 - b. the next industry breakfast is on the Education industry with invitation going out this week, and
 - c. [redacted] is attending a workshop with Safe Work Australia this afternoon to assist with audience stimulus research.
8. SLT noted the following key **Operational matters**:
 - a. WPV numbers are tracking well for the month of May, and
 - b. the intelligence led campaign for private schools is on again today.
9. SLT noted the following **Investigation matters**:
 - a. request received for information, response to be sent indicating a formal FoI request is required.

**Other business**

Nil.

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



SENIOR LEADERSHIP TEAM + MEETING KEY OUTCOMES 04 June 2024

The extended Senior Leadership Team met on 04 June 2024. **Sch 2.2(a)(ii)(a)(ii)** chaired the meeting. **Sch 2.2(a)(ii)** **Sch 2.2(a)(ii)** were apologies and there were no conflicts of interest identified.

1. The Commissioner:

- a. was highly appreciative of the engagement team for organising a successful first industry breakfast with the health sector held on 31 May. All attendees were extremely complimentary of the entire event and congratulated WorkSafe ACT.
- b. spoke at the Enhancing Investigation & Enforcement Outcomes conference last week. The audience were extremely engaged with more questions than time allowed. Many territory and interstate regulators connected with the Commissioner after the event. They were impressed with WorkSafe ACT procedures and were interested in how we engage with the DPP in an area where prosecutions of risk are possible.
- c. had a meeting with **Sch 2.2(a)(ii)**, **Sch 2.2(a)(xi)**
- d. had a meeting with **Sch 2.2(a)(ii)** and Ashlee Berry from Master Builders Association. **Sch 2.2(a)(ii)** will be finishing this month.
- e. met with **Sch 2.2(a)(ii)** (WSG) to discuss about human rights and protections for our employees who provide evidence at court. Discussed the statute of limitations in the Workers' Compensation Act and the difficulties the short period creates administratively.
- f. attended to the MBA Earth Awards on Friday night.
- g. held first meeting with **Sch 2.2(a)(ii)**, new Deputy Director-General, CMTEDD.

2. SLT noted the following key Planning/Staffing/Corporate matters:

- a. the ASO6 Web Developer Officer position has been finalised with the successful candidate commencing 24 June for 6 months.
- b. SOGB Legal Policy and Investigations has been advertised.
- c. the draft staff rotation policy for the Compliance and Enforcement Branch will be circulated to the SCC for consultation.
- d. the final round of the graduate programme will commence 26 August until 29 November. **Sch 2.2(a)(ii)** undertake her final rotation within the Strategy Team working to **Sch 2.2(a)(ii)**
- e. an information session is being organised on how to develop selection documentation for recruitment selection panels.
- f. **Sch 2.2(a)(ii)** commenced on 3 June as our Corporate Support Officer.
- g. an audit on mobile phones has been conducted.
- h. Corporate will put in a stationery order this week and will follow up with ACT property group regarding outstanding work orders.

3. SLT discussed the following Internal WHS matters:

- a. the First Aid risk assessment has been published on the intranet.

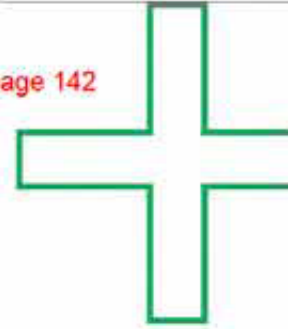
- b. there was one RiskMan notification submitted (for an earlier incident but the notification when array in the system).
4. SLT noted the following **Audit & Risk matters**:
- the list of outstanding matters from last year's audit includes two items for action, one is testing the business continuity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

Sch 2.2(a)(xvi)

Other business

Nil.

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



SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 11 June 2024

The Senior Leadership Team met on 11 June 2024. Sch 2.2(a)(ii) chaired the meeting. Sch 2.2(a)(ii) were apologies and there were no conflicts of interest identified.

1. The Commissioner:

- a. met with Sch 2.2(a)(ii), new WHS advisor to Sch 2.2(a)(ii), and
- b. met with Sch 2.2(a)(ii) from the HIA. He did not raise WHS issues, the main issues surround the ongoing financial stressors on the construction industry.

2. SLT noted the following key Planning/Staffing/Corporate matters:

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

3. SLT discussed the following Internal WHS matters:

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

4. SLT noted the following Audit & Risk matters:

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

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

- a. one FOI is ongoing.

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

- a. 2024-25 Statement of Intent has been submitted to Sch 2.2(a)(ii) for signature
- b. 2023-24 Shell Financial Statements will be sent to the Audit Committee for approval, and

Sch 2.2(a)(xi)

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

- a. working on the PD for a new ASO6 to replace Sch 2.2(a)(xi). Position will be ready to advertise this week
- b. working on the Compliance & Enforcement Policy & the Strategic Plan this week, and
- c. working on the HWSA briefing for the next meeting.

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

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

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

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

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

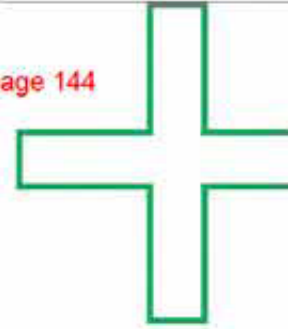
- a. Nil.

Other business

Nil.

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





SENIOR LEADERSHIP TEAM+ MEETING
KEY OUTCOMES
18 June 2024

The Senior Leadership Team+ met on 18 June 2024. **Sch 2.2(a)(ii)(a)(ii)** chaired the meeting. **Sch 2.2(a)(ii)** were apologies and there were no conflicts of interest identified.

1. The Commissioner:

- a. met with union leaders and stakeholders last week. Once this series of meetings is complete the Commissioner will circulate high-level outcomes to SLT+
- b. noted the new HR delegations have been signed. The new delegations will be circulated today and there will be a presentation at the next all staff meeting. All those with delegations, generally those with supervisory responsibility, are to familiarise themselves with the delegations to ensure they are being correctly applied

Sch 2.2(a)(xvi)

- d. is meeting with the new **Sch 2.2(a)(xi)** this week
- e. thanked the Finance and Strategy teams for their hard work completing tasks associated with the Budget and end of year processing
- f. noted the Education Industry Breakfast is next week. The Commissioner congratulated the engagement team on the positive survey results from attendees at the Health Industry Breakfast, with an average rating of 4.8 out of 5, and
- g. noted her planned attendance at the Heads of Workplace Safety Authorities (HWSA) meeting in Darwin next.

2. SLT noted the following key Planning/Staffing/Corporate and Capability matters:

- a. WCO6 Senior Investigator role advertised 12 June 2024
- b. SOGA Legal Policy and Investigations role advertised 14 June 2024
- c. WCO5 Inspector selection documentation has been approved by the delegate. Three successful candidates will be offered employment opportunities in General, Psychosocial and Construction
- d. interviews are being held for SOGB Corporate, Capability and People are being held today
- e. shortlisting is underway for the temporary data analyst position
- f. shortlisting has been completed for the SOGC Strategic Coordination position with interviews to be held shortly
- g. shortlisting underway for the SOGB Legal Policy and Investigations with interviews to be held early next week
- h. recruitment selection Chairs are reminded to adhere to the 40-day recruitment KPI. The 40 days commences from the date a position closes
- i. the draft Compliance and Enforcement Rotation Policy to be circulated for all staff consultation tomorrow

- j. SLT+ welcomes the following new starters due to commence over the course of the next few weeks. Please join us in making them all feel welcome.
- Sch 2.2(a)(ii) [REDACTED], Web and Digital Officer - Engagement Team (Media & Coms).
 - Sch 2.2(a)(ii) [REDACTED] Senior Inspector - Construction
 - Sch 2.2(a)(ii) [REDACTED], Senior Inspector - Psychosocial
 - Sch 2.2(a)(ii) [REDACTED], Senior Investigator - Investigations
 - Sch 2.2(a)(ii) [REDACTED] Inspector - General
 - Sch 2.2(a)(ii) [REDACTED], Inspector - Psychosocial
 - Sch 2.2(a)(ii) [REDACTED], Inspector - Construction
- k. in early March, the Office of Industrial Relations and Workforce Strategy (OIRWS) updated the [ACTPS COVID-19 Leave Policy](#). Just a reminder that COVID leave remains available under certain circumstances and there is no intention to remove the leave option at this time.
- l. OIRWS proposes to update [ACTPS Family and Domestic Violence Toolkit](#) resources allowing an option for employees/managers to handle leave for Family, Domestic or Sexual Violence (FDSV) related purposes locally, without processing it through the One Gov Service Centre
- In such situations, managers may sight sensitive information relating to FDSV leave requests but not require formal applications to be submitted. Managers would maintain records of the leave, for example, a file note by sending themselves an email to their work address recording the employee's leave date(s). This option may protect employees in situations where they don't want leave entries to appear on their pay slips, while ensuring records are maintained in line with Fair Work regulations (see [Chapter 3, Part 3-6, Division 3](#) of the regulations and the [Fair Work Ombudsman website](#) for more information)
- m. a Bill proposing changes to the *Public Sector Management Act 1994* has been tabled in the Legislative Assembly and is [available on the ACT Legislation Register](#). Proposed changes include provisions offering greater flexibility in the recruitment of Visa holders. Further updates will be provided as the matter progresses
- n. SLT+ reiterated the importance of ensuring users do not edit documents or forms directly in SharePoint. Please ensure you download the form and save it in a different file location before editing. Any materials edited directly in Sharepoint are automatically saved, and therefore the content becomes viewable to all staff
- o. [REDACTED] has created a temporary pass sign out and sign in register. If staff need to utilise a WorkSafe temp pass, they will now be asked to sign for the pass
- p. Staff Consultative Committee (SCC) meetings will now be held quarterly instead of monthly. If you would like to participate as a member of the SCC, please contact [REDACTED]
- q. SLT+ reminds all staff that if you feel unwell or have any cold and flu symptoms, please do not attend the office. If you are well enough, please discuss with your manager the possibility of working from home until symptoms subside. If you are too unwell to work, you will need to be on an approved leave type
- r. the Diploma of Government Mock Incident on 28 and 29 May and Moot Court on 17 and 18 June were great successes, and
- s. another round of Inspector Induction kicked off on 22 May and will conclude 10 July. A survey seeking feedback around the Induction process will be sent to participants and managers soon.

3. SLT+ discussed the following Internal WHS matters:


- a. the New risk reporting system due to go live 1 July. This will replace the current Riskman system, and
- b. there were no RiskMan notifications submitted.

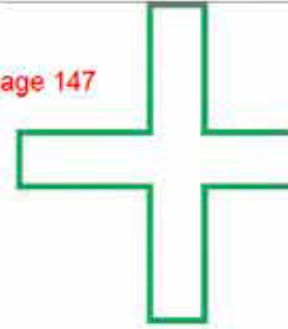
4. SLT+ noted the following Audit & Risk matters:

- a. in response to previous audit recommendations, HR is amending the WorkSafe Misconduct and Grievance guidelines to incorporate more guidance on the complaints handling process. The new guidelines will include a case study for managers to refer to as a guide when determining whether a complaint should be handled under the ACTPS misconduct procedures. This will be circulated to all staff and the superseded version replaced on SharePoint once finalised.
5. SLT+ noted the following **Government business matters**:
 - a. Two FOIs are being finalised.
 6. SLT+ noted the following **Finance matters**:
 - a. **Sch 2.2(a)(ii)** tabled the May 2024 Financial Management Report and Dashboard. May saw an increase in financial activities over previous months
 - b. the deadline for sending all invoices to be paid in FY2023-24 to APIAS is COB Thursday, 20 June, and
 - c. please send through a list of invoices and the amount that relates to the 2023-24 financial year, but you do not expect to receive the invoice this financial year to finance group mailbox before Friday 28 June for accrual during end of financial year processes.
 7. SLT+ noted the following **Strategy matters**:
 - a. working on the HWSA briefing for the upcoming meeting (next week)
 - b. finalising the draft Strategic Plan and C&E Policy, and
 - c. working on calculating achievement against the accountability indicators for the Statement of Performance and planning for the annual report.
 8. SLT+ noted the following **Engagement matters**:
 - a. working with strategy on the annual report this week
 - b. national safety work month planning is underway
 - c. the next industry breakfast (Education) will be on 26 June, and
 - d. the WorkSafe ACT Facebook page was launched, and we have 111 followers at the moment with target of 1000 followers within the first month.
 9. SLT+ noted the following key **Operational matters**:
 - a. the intelligence led campaign continues today in independent schools, and
 - b. implementing the operational plan.

Other business

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

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



SENIOR LEADERSHIP TEAM MEETING
KEY OUTCOMES
25 June 2024

The Senior Leadership Team met on 25 June 2024. [Sch 2.2(a)(ii)] chaired the meeting. [Sch 2.2(a)(ii)] was an apology and there were no conflicts of interest identified.

1. The Commissioner:

- a. together with the Deputy WHS Commissioner and Executive Branch Manager met with [Sch 2.2(a)(ii), Sch 2.2(a)(xi)] last week. The meeting was positive, with [Sch 2.2(a)(ii), Sch 2.2(a)(xi)] offering words of encouragement to keep up the good work
- b. met with the [Sch 2.2(a)(ii), Sch 2.2(a)(xi), Sch 2.2(a)(iii)] [REDACTED]
- c. noted the agency's next four year strategic plan is currently being drafted. The plan will take into consideration changes at the national level which are likely to have an impact on the way WorkSafe ACT works, including the type and volume of notifications we can expect to receive. SLT will hold further discussions regarding how these changes can be accommodated, including how WorkSafe ACT can continue to ensure adequate staffing resources are available to support these changes
- d. with the Engagement Team met yesterday to discuss Safe Work Month, with concepts being discussed. A potential concept of 'Stepping up Safety' is being considered
- e. noted the Education Industry breakfast will be held on 26 June 2024
- f. [Sch 2.2(a)(ii), Sch 2.2(a)(xi), Sch 2.2(a)(iii)] [REDACTED]
- g. noted this Friday is the sentencing date for [Sch 2.2(a)(ii), Sch 2.2(a)(xi)]. The Executive Branch Manager is supporting impacted families and assisting with the preparation of victim impact statements. [Sch 2.2(a)(ii)] will accompany the family members to court
- h. attended a commercial construction site inspection with the Construction team. WorkSafe issued a total of 24 notices as a result of this WPV. The Commissioner will continue to attend commercial construction inspections with the team when she is available, and
- i. noted the intelligence led visits across the education sector have significantly improved our engagement with this segment of the sector. One college has provided great feedback following their interactions with Inspectors [Sch 2.2(a)(ii)].

2. SLT noted the following key Planning/Staffing/Corporate and Capability matters:

- a. WCO5 Family liaison and Exhibits (P51693) advertisement went live on 24 June and closes 8 July 2024
- b. ASO6 Strategy Policy Officer (P50369) is expected to be advertised on ACT Government Jobs shortly
- c. WCO6 Senior Inspector EOI (P05757) closed 25 June
- d. ASO6 Data Analyst Shortlisting meeting held 24 June. Interviews to be booked in soon

- e. SOGA Legal Policy and Investigations shortlisting has concluded. Interviews to be booked in soon
 - f. SOGB Director Corporate, Capability and People selection paperwork is being prepared for delegate sign off
 - g. SLT is excited to welcome several new starters commencing over the coming two weeks
 - h. the Compliance and Enforcement Rotation Policy consultation period ended COB Thursday 27 June
 - i. the HR Team is working with the Engagement Team to develop an online web complaint form for external parties to submit grievances
 - j. our indigenous artwork has been professionally installed around the office
 - k. the Corporate Team is working with C&E on fleet matters:
 - A new key storage board will be set up soon
 - SG fleet provided a walkthrough to **Sch 2.2(a)(ii)** on the fleet management system to better track vehicle maintenance and KMs, and
 - a checklist and inspection program will be developed for the vehicles.
 - l. work is happening on the asset registers to bring them up to date
 - m. a request for an additional power point in the carer's room has been made. A side table will also be purchased
 - n. a request for the annual Test and Tag has been made, contractors will be attending in the coming weeks (current tags expire on the 26/07/2024). Further information to be provided
 - o. outstanding property issues following our consolidation on level 5 have again been raised with Property Group, and
 - p. the mandatory Respect at Work Training is to be held 24 and 25 July.
3. SLT+ discussed the following Internal **WHS** matters:
- a. no new RiskMan notifications received
 - b. the new incident reporting system (ACTPS Safety Portal) is on track to be launched on 1 July
 - c. the consultation period on the WorkSafe ACT, Work Health and Safety Management Plan (WHSMP) has concluded. The WHSMP has been sent to the Deputy Commissioner for review. A Minute has been prepared for the Commissioner, and
 - d. the recent risk assessment for 'work pressure' has been published on the intranet following consultation with SOG A, B and Cs. The risk register will be updated accordingly.
4. SLT+ noted the following **Audit & Risk** matters:
- a. the WorkSafe ACT Complaints, Misconduct and Grievance Guideline has been amended to incorporate more information on the complaints handling process, including the addition of case studies, following internal audit. Updated guidelines to be circulated to all staff soon once signed off by delegate, and
 - b. next Audit and Risk Committee meeting scheduled for 16 July.
5. SLT+ noted the following **Government business** matters:
- a. one FOI request ongoing
 - b. one NPP ongoing
 - c. briefing for budget hearings due to commence in August.
6. SLT+ noted the following **Finance** matters:



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

Sch 2.2(a)(xvi)

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

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

- a. the Strategy Team is commencing work on preparing for the 2023-2024 Annual report. Strategy will reach out to business areas for input soon
- b. the Health and Safety Representative toolkit is currently being prepared with a view to launch in October, and
- c. consultation will commence in the next few weeks on the new Strategic Plan and Compliance and Enforcement Policy.

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

- a. Education Industry breakfast to be held 26 June 2024. Thank you to all staff who have volunteered to attend
- b. National Safe Work Month concepts being considered. All staff to be notified once a theme has been agreed
- c. tickets for the construction breakfast in July will be released on Friday. Over 50 people currently on waiting list. Please let Engagement Team know ASAP if you know of anyone who would like to attend, and
- d. Corporate Product suite design concepts with **Sch 2.2(a)(xvi)** and **Sch 2.2(a)(xvi)** in preparation for Annual Report and Strategy publications.

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

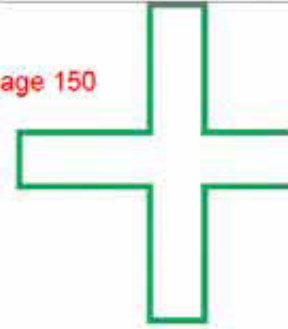
Nil

Other business

Nil

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





SENIOR LEADERSHIP TEAM PLUS MEETING KEY OUTCOMES 02 July 2024

The Senior Leadership Team + met on 02 July 2024. **Sch 2.2(a)(ii)(a)(ii)** chaired the meeting. **Sch 2.2(a)(ii)** **Sch 2.2(a)(ii)** were apologies and there were no conflicts of interest identified.

1. The Commissioner:

- a. attended the HWSA meeting in Darwin last week, where:
 - there was a good discussion regarding the number of notifications which regulators might expect to receive if changes at the national level are made and scope creep. SLT+ discussed potential workplace changes and innovative ways of working to address potential notification management
 - members expressed interested in the psychosocial triage workshop being organised for the Community of Practice (CoP). HWSA has agreed that in addition to the CoP member each jurisdiction will send a policy representative, and
 - the Commissioner nominated WorkSafe ACT to lead the 2026 inspectors' forum.
- b. mentioned that the Education Industry Breakfast was another successful event and we are looking forward to receiving the feedback
- c. thanked the Finance team for working hard at the end of the financial year. The Commissioner noted her consideration of new financial instructions and asked SLT+ members to ensure that all teams are provided updates on delegations.
- d. mentioned the all-staff meeting, and
- e. **Sch 2.2(a)(xvi)** and the decision by the Commonwealth DPP to prosecute three entities related to an incident in the Jervis Bay Territory.

2. SLT+ noted the following key Planning/Staffing/Corporate matters:

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

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

- i. the Corporate team will work towards encrypting all USB devices which are used to store sensitive official data. This is to ensure compliance with ICT Information Security policy and the Protective Security Policy Framework
- j. consultation on the Compliance and Enforcement Branch Rotation Policy has now closed. A final version to be circulated to all staff soon
- k. HR is working with the Engagement team to develop an online feedback form to be published on the WorkSafe ACT website. The form will be used by external stakeholders and clients to provide feedback, including compliments and complaints regarding interactions or dealings with WorkSafe ACT. This online form will not replace existing processes where a PCBU wishes to dispute a regulatory decision, and
- l. ACT property group to install power outlet in the carers room on level 5.

3. SLT+ discussed the following Internal WHS matters:

- a. the new ACT Safety Portal is live and a link to the site has been published on SharePoint
- b. there was one RiskMan notification received, and
- c. the WHS Management Plan (WHSMP) has been sent to WHS Commissioner for final endorsement.

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

- a. the WorkSafe ACT Complaints, Grievance and Misconduct Guidelines have been updated and circulated to all staff. This document has also been published on SharePoint
- b. the Business Continuity Plan (BCP) and Disaster Recovery Plan (DRP) have been cleared by the Audit and Risk Committee. A Minute will now be drafted for the Commissioner's final endorsement of the plans, and
- c. the next Audit and Risk Committee meeting is scheduled for 16 July 2024.

5. SLT+ noted the following Government business matters:

- a. one FOI is ongoing.

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


Sch 2.2(a)(xvi)

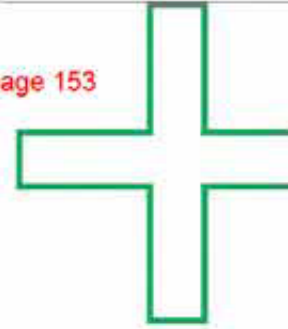


7. SLT+ noted the following **Strategy matters**:
- finalising drafts of the updated Strategic Plan and C&E Policy
 - commenced work on compiling the 2023-24 annual report and accountability indicators, and
 - Looking to improve our data and analytics capability through additional workers' compensation data and Power BI.
8. SLT+ noted the following **Engagement matters**:
- Education Industry Breakfast was held last week
 - work on the upcoming Construction Industry Breakfast has commenced. Tickets were "sold out" in the first morning after they were released. We are yet to finalise the last panellist
 - corporate template development has progressed well, to the point where they were presented to AG last week for final refinements
 - development of the National Safety Work Month theme and communication activities have progressed and will be locked in shortly
 - we have received positive engagement with The Canberra Times, a meeting is set up for next week
 - working with Strategy and Finance on the annual report, and
 - as all staff meetings are key internal communication channels, going forward the Engagement team will organise all future all staff meetings.
9. SLT+ noted the following key **Operational matters**:
- attended the ACT Construction Industry Safety Group where discussion centred around mechanisms of injury, WorkSafe ACT's commercial site visits and the requirement to notify work related sexual assaults
 - three new starters started last week in the construction and general teams
 - current recruitment is being finalised
 - five teams are participating in the intelligence led campaign in private schools today with a pause for school holidays and then a resumption next term in public schools
 - commercial site visit on 4 July
 - implementation of the engineered stone ban is underway, noting the guidance at both a national and local level
 - teams are working on ensuring compliance and closing cases, and
 - engagement with the crane industry on high low lifts planned for 3 July.
10. SLT+ noted that **Investigation matters** were discussed during the Commissioner's update.

Other business

Nil.

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



SENIOR LEADERSHIP TEAM MEETING KEY OUTCOMES 09 July 2024

The Senior Leadership Team met on 09 July 2024. **Sch 2.2(a)(a)** chaired the meeting. There were no apologies and there were no conflicts of interest identified.

1. The **Commissioner**:
 - a. has given a big thank you to all staff for their response to the negative media articles about WorkSafe ACT last week. We have had excellent support from Minister and his visit to our agency last week was appreciated. All staff are encouraged to continue our good work during this difficult time
 - b. met with **Sch 2.2(a)(ii), Sch 2.2(a)(xi)** last week and he is interested in the material which we are putting together to assist small business understand their WHS obligations
 - c. met with **Sch 2.2(a)(ii)**
 - d. had our regular catch up with WSG
 - e. is working with the investigation team on a number of briefs of evidence, and
 - f. with **Sch 2.2(a)(ii) a(ii)** and **Sch 2.2(a)(ii)** attended the ACTIA strategic review consultation meeting last week regarding a review of its insurance service.
2. SLT discussed a proposed organisational realignment. Following consultation with affected staff and their representatives, broader consultation will be undertaken.
3. SLT noted the following key **Planning/Staffing/Corporate matters**:
 - a. **Sch 2.2(a)(ii)** has been identified as the successful candidate for SOGA Legal Policy and Investigations. We look forward to welcoming **Sch 2.2(a)(ii)** on 5 August
 - b. the successful candidate in SOGB Legal Policy and Investigations role declined the offer. The role will be readvertised as soon as possible
 - c. **Sch 2.2(a)(ii)** was the successful candidate for the SOGB Corporate, Capability and People role. We look forward to welcoming Ray on 22 July
 - d. **Sch 2.2(a)(ii)** commenced in Civil, Residential and Commercial Construction on 8 July
 - e. the WCO6 inspector EOI has been shortlisted with interviews to be held shortly
 - f. **Sch 2.2(a)(ii)**
 - g. the Compliance and Enforcement Rotation Policy was circulated on Thursday 4 July. A copy of the policy and request form has been published on SharePoint
 - h. the Corporate team has made some enquiries with DDTS regarding Encrypting USBs. DDTS strongly advise that all other options should be consider before continuing the use of USBs. The SLT members to assess the following secure information sharing platforms available to ACT Government agencies to see if any of options work for their business area
 - Microsoft One Drive - for sharing within ACT Government

- Microsoft Outlook (email)
 - Collaboration and file sharing comparison
 - Microsoft Teams
 - Microsoft SharePoint
 - Direct sharing via CISCO Webex
 - SharePoint extranet for external stakeholders. (Select "Extranet" in the "type of site" field), and
 - Objective Connect.
4. SLT discussed the following Internal **WHS matters**:
- a. no new incidents reported via the ACTPS Safety Portal
5. SLT noted the following **Audit & Risk matters**:
- a. the revised Business Continuity Plan and Disaster Recovery Plan have been approved by the Commissioner and provided to the Audit Office for their review and assessment, and
 - b. the Audit and Risk Committee meeting will be held on 16 July to discuss the financial performance and operating results for 2024-25 and other businesses.
6. SLT noted the following **Government business matters**:
- a. there are two outstanding replies to Ministerial correspondences in drafting.
7. SLT noted the following **Finance matters**:
- a. the Finance team has been working hard to complete the draft 2024-25 Annual Financial Statements for the Audit and Risk Committee's considerations early next week.
8. SLT noted the following **Strategy matters**:
- a. finalising the new Strategic Plan and C&E Policy, and
 - b. preparing the annual report plan outlining the requirements for each team's input.
9. SLT noted the following **Engagement matters**:
- a. journalists **Sch 2.2(a)(xi)** met with the WHS Commissioner and Snr Director to discuss the roles and responsibilities of WorkSafe ACT
 - b. the **Sch 2.2(a)(xi)** enquired about sexual assault data (story ran Wednesday 10 July)
 - c. the Commissioner's NAIDOC week message distributed
 - d. Education Industry Breakfast survey results were provided to SLT and discussed
 - e. met with Construction Industry breakfast panellist **Sch 2.2(a)(ii)**
 - f. meeting on 15 July with **Sch 2.2(a)(ii)**, SWA, Director of Strategic Operations regarding the Vulnerable Workers Industry Breakfast
 - g. National Safety Work Month theme and communication activities have been approved and distributed
 - h. the corporate visual product presentation has been approved and distributed
 - i. working with Strategy on the design of the annual report, and
 - j. Comms team send social media update proposals every Thursday for the Commissioner's approval. Once approved, a high level snapshot of the schedule will be distributed to SLT



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

- a. the intelligence led campaign in private schools finished last week and resumption next term in public schools in August
- b. with the engineered stone ban **Sch 2.2(a)(ii)** working on training for inspectors and specific stones research. Around 150 containers have gone back to China after the ban, and
- c. **Sch 2.2(a)(ii)** working on the next 6 months operational plan.

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

Other business

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

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

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