



CSCS Communication Structure						OHS Section Planning and Review	
#	Scheduled conference, meeting, tool box meeting etc	Medium	Frequency	Participants	Responsibilities	Planning Activity	Review Activity
1	CSCS Board Meeting	Teleconference, Direct	Scheduled as directors see fit. AGM. Annually	BOD, GM	Chair – Chair Minutes – Secretary	Plan Resource requirements	Review: Safety performance reports.
2	CSCS Annual Strategy Meeting	Video Conference	Minimum Annually	GM, Corporate Team & Area Managers	Chair – GM Minutes - ADM	Adopt the Innovations & Improvement Plan and any amendments.	Review Risk Register for hi level Business Risks. Review OHS legal compliance.
3	CSCS Planning Meeting	Direct	As Required	GM, Corporate Team, Area Managers & Senior Supervisors	Chair – GM Minutes - ADM	OHS Initiatives and training requirements for first half of new year	Review safety performance and statistics
4	CSCS Management Quality Assurance meeting	Video Conference Room, Webcam Desk top, Direct	Once every Five weeks. Minimum Quarterly	General Manager, Area Manager's, Workplace Improvement Officer, Senior Supervisors, Supervisors and Team leaders	Chair – Rotates Minutes – Rotates	Plan awareness programs including safety guidelines, Target focus areas, Action plans derived from review activity	Overall statistics and trending QA policy and procedure, Positive feedback, Negative feedback, Quality recognition checks, Initiatives and projects
5	CSCS Management Work Health and Safety Meeting	Video Conference Room, Webcam Desk top, Direct	Once every Five weeks. Minimum Quarterly	General Manager, Area Manager's, Workplace Improvement Officer, Senior Supervisors, Finance Manager, Supervisors and Team leaders (Return to Work Coordinators)	Chair – Rotates Minutes – Rotates	Plan OHS induction refresher courses, Target focus areas, Awareness programs, Action plans derived from review activity	WH&S overall statistics and trending, Policy and procedure, Return to work, Audit and compliance, Wi Walks, Information from OH&S committee, Initiatives and projects



CSCS Communication Structure						OHS Section Planning and Review	
#	Scheduled conference, meeting, tool box meeting etc	Medium	Frequency	Participants	Responsibilities	Planning Activity	Review Activity
6	CSCS Management Human Resources Meeting	Video Conference Room, Webcam Desk top, Direct	Once every Five weeks. Minimum Quarterly	General Manager, Area Manager's, Workplace Improvement Officer, Senior Supervisors, Finance Manager	Chair – Rotates Minutes – Rotates	Plan training and awareness programs (includes safety content) Action plans derived from review activity	Human resources statistics, Policy and procedure, Recruitment and training, Enterprise agreement, Performance management and coaching, Time and attendance, Staff engagement meetings and events, Monthly focus pack Initiatives and projects
7	CSCS Operations Meeting	Video Conference Room, Webcam Desk top, Direct	Once every Five weeks. Minimum Quarterly	General Manager, Area Manager's, Workplace Improvement Officer, Senior Supervisors, Systems Clerk, Finance Manager, Maintenance Coordinator, Supervisors and Team leaders	Chair – Rotates Minutes – Rotates	New, contract and additional work, quotation and resources Action plans derived from review activity	Overall statistics, Additional work and new business, Beims implementation, Beims procedure, Routine work and work order management, Work and equipment trials Initiatives and projects
8	CSCS Finance Meeting	Video Conference Room, Webcam Desk top, Direct	Once every Five weeks. Minimum Quarterly	General Manager, Area Manager's, Workplace Improvement Officer, Senior Supervisors, Systems Clerk, Finance Manager, Maintenance Coordinator	Chair – Finance Operations Manager Minutes – Finance Operations Manager	Repairs and Replacement of equipment, stocktakes, Action plans derived from review activity	Overall budget statistics and activity, Finance policy and procedure, Payroll overview, Purchasing, Income, Stock, control, Asset management, Initiatives and projects

9	Site Management Team Workplace Improvement Meeting	Webcam Desk top, Direct	Fortnightly (each site) Minimum Monthly	Senior Supervisor, Site Supervisor, Site Team Leaders, invited employees	Chair – Senior Supervisor Minutes - Rotates	Action plans derived from review activity	Review recent Incident, Injury, Hazard incidents . Review recent Corrective actions taken and suitability for inclusion on Risk register.
10	Site Staff Workplace Improvement -Toolbox Meeting	Direct	Fortnightly (each site) Minimum Bi-Monthly	Site Senior Supervisor (optional), Site Supervisor, Site Team Leaders, Site staff	Chair – Rotates Minutes - Rotates	Planning of demonstrations on new equipment, chemicals etc Action plans derived from review activities	Review most recent reported incidents , open discussion on WHS issues. Communication of Corrective actions – new or amended
11	CSCS OH&S Committee Meeting	Webcam Desk top, Direct	Bi Monthly Minimum Quarterly	Committee	Chair – Nominated Minutes - Rotates	Action plans derived from review activities	Review safety performance, risk and statistics. OHS Issues
12	CSCS Combined Client Liaison Meeting	Webcam Desk top, Direct	Bi-monthly (all sites) Minimum Quarterly	Res Life, DFM, GM, Area Managers	Chair – GM Minutes -ADM	Action plans derived from review activities	Review safety performance, risk and statistics OHS Issues
13	CSCS, Residence Life Client Liaison Meeting (Performance Reporting)	Webcam Desk top, Direct	Monthly Minimum Quarterly	GM, Res Life representatives	Chair – RL Minutes - RL	Action plans derived from review activities	Review safety performance, risk and statistics OHS Issues
14	CSCS, DFM Client Liaison Meeting (Performance Reporting)	Webcam Desk top, Direct	Monthly Minimum Quarterly	GM, CSCS Finance Operations Manager, DFM representatives	Chair – DFM Minutes - GM	Action plans derived from review activities	Review safety performance, risk and statistics OHS Issues
15	CSCS Annual, DFM Liaison Meeting (Performance Reporting)	Teleconference, Direct	Annually	GM, Area Managers, CSCS Finance Operations Manager, DFM site representatives	Chair – DFM Minutes - DFM	Action plans derived from review activities	Review safety performance, risk and statistics OHS Issues
16	Site, Residence Life Client Liaison Meeting (Performance Reporting)	Direct	Monthly (each site) Minimum Bi Monthly	Site Senior Supervisor, Site Supervisor, Site Team Leaders, Res Life representatives	Chair – RL Minutes - RL	Action plans derived from review activities	Review safety performance, risk and statistics OHS Issues



17	Zone, DFM Client Liaison Meeting (Performance Reporting)	Direct	Monthly (each site) Minimum Bi Monthly	Area Manager, DFM representatives	Chair – DFM Minutes – Zone Manager	Action plans derived from review activities	Review safety performance, risk and statistics OHS Issues
----	--	--------	--	-----------------------------------	------------------------------------	---	---

Standard agenda items across meetings are:

- Date, Time Start, Time Finished, Attendees, Apologies.
- Review of previous minutes
- WHS&E
- Finance
- Quality Assurance
- Human Resources
- Cross Campus Topics
- Training
- Administration
- Action Items
- Other