

Meeting: Review and planning for 2016

Attendees: Morag Fitzsimons, Christi Johnson, Nikki Brouwers, Nick Mingo, Kathryn Hogg

Teleconference – Megan Buick, Sue Richardson, Liz Raw

Apologies: Holly Dorber, Ray Collins, Rebecca Parton, Carly Van Den Akker, Warren Harrex, Annette Williams, Amy Ho

Date: Thursday 28 January, 2016

Time: 10:00 - 12:00 pm (AEST)

Location: Suncorp - 18 Jamison Street, Sydney

Chair: Suzanne Jones

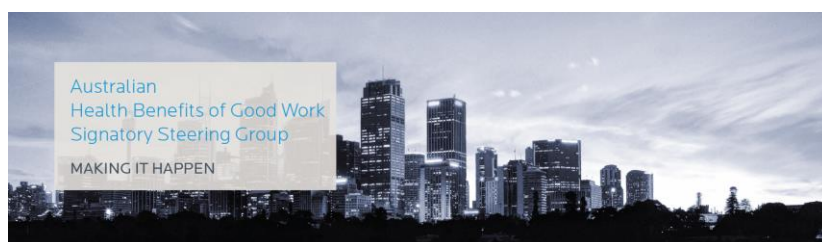
Minute taker: Nikki Brouwers

MEETING OUTCOMES

Item	Discussion points	Minutes
1. Opening – Suzanne Jones	1.1 Welcome to all including: <ul style="list-style-type: none"> Liz Raw - representing QLD WorkCover, replacing Sarah Vandersee (resigned) Nick Mingo - delegate for CVDA 1.2 SSG has consolidated - stronger position to further progress the HBGW campaign reflected in a new proposed structure and approach 1.3 Contemplating 2016 outcomes and initiatives	CJ was thanked for hosting this Planning Meeting CJ shared one of Suncorp's initiatives for Wellbeing Month – <i>Take 10 at 10</i> Discussion by all present on how to build momentum ACTION: all to consider what we want to achieve will ensure HBGW is embedded within all our stakeholders
2. Setting the scene – Morag Fitzsimons	2.1 High points of 2015 – time for reflection 2.2 Reconsidering commitment to the SSG in 2016 2.3 Continued growth of the group's cohesion	Morag spoke to: <ul style="list-style-type: none"> turnover in SSG membership and the impact this had on progress effective establishment of a framework strengthening relationship with the College. Positives include invitations to speak, involvement of Unions and the Newsletter Discussion was held regarding capacity of members and clarity around success and what that will require from a time perspective - also strengths and skills set maximisation.



		<p>Delegation was discussed and everyone agreed that members are to nominate and provide a delegate to attend every meeting.</p> <p>SJ asked if there would be benefit in the AFOEM writing to senior leaders of each member organisation expressing appreciation for the individual’s contribution. All agreed this would enhance awareness of the SSG’s work and profile and also help with buy in</p> <p>ACTION</p> <p>All to provide SJ with:</p> <ul style="list-style-type: none"> • delegate name and contact details • contact details of appropriate senior leader/manager to receive AFOEM letter
<p>3. SSG structure – Suzanne Jones</p>	<p>3.1 Broadening current representation – employment services/disability sector, NDIS, legal, academia/research, HWCA</p> <p>3.2 Unrepresented stakeholders groups - sectors identified as unrepresented include Mentally Healthy Workplace Alliance, rural/remote representation, consumers, AICD, NFP, consumers</p> <p>3.3 Action to address</p> <p>3.4 SSG resources, capacity and skill set – external offers of support now available</p> <p>3.5 Proposed new sub-committees to be formed:</p> <ul style="list-style-type: none"> ○ Executive Subcommittee ○ Finance Subcommittee – sponsorship, in-kind donations ○ Advocacy/representation – lobbying, conferences, SSG input ○ Employer engagement ○ Community engagement 	<p>Discussion was held as to the purpose, fit and resourcing of Subcommittee structure and appropriate naming.</p> <p>ACTION</p> <p>All SSG members to email Suzanne if they are willing to assist with 3.1 and 3.2 before next meeting.</p> <p>Discussion was held on proposed sub committees. It was agreed:</p> <ul style="list-style-type: none"> • the proposed Finance Subcommittee is to be renamed Funding Subcommittee • 5 subcommittees are to be considered i.e. Executive, Funding, Workplace Engagement, Communication and Signatory Engagement • the functions of advocacy and representation will sit within each subcommittee • the Communication Subcommittee will be responsible for development, monitoring and review of SSG communication strategy as well as long and short term goals and communication objectives of each subcommittee <p>ACTION</p> <p>Within the next week, MF will provide a schematic subcommittee structure detailing current initiatives sitting within relevant subcommittee for review and discussion prior to next meeting.</p> <p>For governance and transparency, SJ and MF to develop EOI and</p>



		subcommittee election process. To be drafted and circulated for consideration and approval prior to next meeting.
4. Information sharing - Morag Fitzsimons	<ul style="list-style-type: none"> 4.1 Central storage point 4.2 Use of social media 4.3 Update on LinkedIn network 4.4 Access to signatory base 	<p>The significance of information sharing was again highlighted – across both the SSG membership and HBGW signatory base.</p> <p>ACTION:</p> <p>All to assist with locating missing list of people who expressed interest at the forum in contributing to initiatives</p> <p>Once located, and initiatives confirmed, initiative owners to write to interested parties thanking them and advising next steps (to be developed) within 1 week.</p> <p>SJ to liaise with RACP College re matters including sharing forum presentations, our own link on the College website and contact with forum attendees as well as wider signatory base. To report back at next meeting.</p> <p>Liz Raw to develop options of on-line communities to be tabled at the next SSG meeting for discussion</p>
5. Meeting management – Suzanne Jones	<ul style="list-style-type: none"> 5.1 Proposal - SSG Meetings to move to bi-monthly 5.2 Minute takers to be scheduled on rotating basis 5.3 Video conferencing to be used regularly 5.4 Each member (where possible and convenient) to host meeting throughout year 	<p>ACTION</p> <p>SSG meeting to be held bi monthly</p> <p>Minute takers to be scheduled on rotating basis</p> <p>SR to develop options for video conferencing and table at next Meeting</p> <p>Each member (where possible and convenient) will host meeting throughout year</p>
6. HBGW Signatory Industry Forum - Morag Fitzsimons	<ul style="list-style-type: none"> 6.1 Evaluation and feedback from the forum 6.2 Presentations and posters 6.3 Call to action - initiative sign up 6.4 Next forum – planning, advocacy sub committee 	<p>ACTION</p> <p>Once established, the Executive Subcommittee will take on responsibility for the HBGW May Industry Forum</p> <p>MF to circulate the photos of forum posters for discussion at the next meeting regarding their use/follow up.</p>
7. Strengthening	7.1 How best to manage this growing	ACTION:



<p>signatory group engagement - Suzanne Jones</p>	<p>community</p> <ul style="list-style-type: none"> - New signatories to be welcomed - Comms/media release important aspect <p>7.2 Should we report on growth? How? 7.3 RACP liaison 7.4 Next steps 7.5 Ownership</p>	<p>Once formed, the appropriate subcommittee to consider development of a welcome pack for new HBGW signatories</p> <p>SJ to discuss with RACP how this might work in relation to immediate email access to new signatories.</p>
<p>8. Initiatives – Morag Fitzsimons</p>	<p>8.1 Place in sub-committees 8.2 Learning from release of 3 and 5 - opportunities for improvement 8.3 Resourcing and support for leaders</p>	<p>ACTION</p> <p>Reviewing of initiatives including culling etc. will occur in parallel with design of the sub committees. This will be discussed at the next meeting enabling us to “step back” and refresh the initiatives.</p>
<p>9. Close</p>	<p>Next SSG Meeting Thursday, 18 February 2016 from 2.30 – 4.30pm</p>	<p>Next meeting at EML. KH to confirm details</p> <p>MF to provide details for April meeting</p> <p>Melbourne also willing to host a meeting</p>