



“smaller agencies doing big things... together”

Annual General Meeting

Wednesday 11th September 2024

Eastlake Football Club, 3 Oxley St, Griffith ACT

DRAFT MINUTES

Attendees:

Open: 9.30am

Natasha Williamson welcomed members to the AGM and gave a Welcome to Country.

1. Approval of 2023 AGM Minutes

Draft minutes from the 2022 AGM were circulated.

Motion was made by Stacey Colyer to approve the 2022 AGM minutes. Moved by Joseph Bartlett and seconded by Stacey Colyer. **Motion carried.**

2. Chair’s Report

Natasha Williamson presented the Chair’s report. (Appendix A).

3. Treasurer’s Report

Andrew Spencer presented the Treasurer’s report. (Appendix B).

4. Appointment of Committee Members for 2024/25

All positions were declared vacant, and the following nominations were received;

1. Tash Williamson- Australian Transport Safety Bureau
2. Andrew Crane - Comcare
3. Kerry Cox - Office of the Official Secretary to the Governor-General
4. Cheryl Ingold- Australian Digital Health Agency
5. Michael Silva- Commonwealth Grants Commission

All nominations were accepted by the attendees.

Chair and Treasurer will be appointed at the next Management Committee meeting.

5. Other Business

There was no other business.

Other Business

1) Secretariat items

i) **Bank Signatories**

Our current signatories can stay as signatories although they are not board members according to the constitution and St George Bank regulations. With the committee's approval this will make things easier until we get new signatories set up for the new committee.

ii) **Changes to your organisation with ATO** – i.e registered contact has been made and credit for 2023,24 EFY has been applied for with the ATO

a) 9.50am- **SAF survey and presentation paper strategic review**

Set up subcommittee to continue work moving forward after the new committee has been appointed as I only received 1 response from the committee.

b) 9.52am – **Suggested dates calendar for member presentations and committee meetings**

2) **10.00am - Financials**

a) 9.53am **Membership update**

92 member agencies

b) 9.54am **Bank balance at xxxx 2024**

\$xx, xxxx

c) 9.55 am **Membership**

5 Following up unpaid SAF 2024/25 Memberships

830 on 21 May 24, Now 943 Email distribution list numbers

Meeting close

10.00am APSC Common Condition presentation and live panel discussion commences

Close: 10.00 am

ACT Small Agencies HR Forum Chair Report AGM 2023

Overview

Over the past 12 months I have had the pleasure of watching the Small Agency HR Forum (SAF) again raise the bar in relation to the events and networking opportunities provided to our members. While the pace and intensity of our working environment continues to be complex and for most a balancing act between competing priorities and functions, SAF provides a wonderful opportunity for HR professionals to come together and share stories, their expertise to build and nurture resilience, determination and a shared sense of purpose.

All this great work could not be done without the involvement of a wonderful group of Committee members who work to identify ideas and presenters so that we can offer a thoughtful and valuable program of events. I would like to take this opportunity to thank all those who have been involved with the Committee in the past year.

Below is an overview of the activities and undertakings of SAF during the 2022-2023 year.

Forum Topics

2022

July	An introduction to Super and CSC – Elizabeth Hobbs and Tim Hart, Commonwealth Superannuation Corporation People Power: Workplace Diversity and Inclusion – Jeremy Mann, Dept of Parliamentary Services Affirmative Measure Indigenous Recruitment Project – Marina Bishop and Fiona Nijssen, APSC
August	Overview of the HR Professional Stream – Vanessa Clark, APS HR Professional Stream 2023 Australian Government Human Resources School Leaver Program – Amelia Mitry, ATO APSC Skills-based Workforce Planning Advisory Pilot – Nicole Lisle, Ayesha Abbasi and Chris White, APSC
September	Discussion and case studies on discrimination, harassment and bullying, and Code of Conduct but with the overlay of the hybrid work environment – Jenny Davenport, Aust Government Solicitors
October	1 Day Leadership Program covering Constructive Language, Performance Management and Coaching for HR Practitioners – Trish Della Vedova, Talent Talk and Haydn Thomas, Mindavation
November	Creating a Whole New Mindset – Richard Dore, Proteus Leadership
November	Another 1 Day Leadership Program with Trish Della Vedova and Haydn Thomas
December 2023	James Breko's Trivia
February	Affirmative Measure Disability Recruitment – Emma McMahon, APSC
March	Comcare update including WHS Act changes, Managing Psychosocial Hazards, and New return to work resources – Andrew Crane, Comcare
April	APS bargaining – Asst Commissioner Damian Booth APSC Learning Quality Framework Community Resource Hub and Forum – Les Liz, APSC
May	Strategic Workforce Planning in action – linking workforce planning to recruitment – Rachael Kramer and Rose Heazlewood, IP Australia Digital Traineeship Program – Mike Quinn, APSC
June	Good Work Design resource toolkit – Lynn Gunning, Comcare Attraction and Retention in the public sector – Alexandra Elliott and Elsa Gray-Murphy, Elliott Gray Recruitment

Committee Member Information

The current committee are Stacey Colyer – Chair, Karen Johnston – Treasurer, Andrew Crane, Andrew Spencer, Kerry Cox, Kim Williams, Jade Smith, Tash Williamson and Tanya Fitzgerald. We thank these members for their involvement in the SAF committee. **Can we give special mention to Karen Johnston who is leaving the committee due to retirement but is the longest serving member since joining in 2006?**

Membership Information

SAF is 30 years old and our membership remains stable at 91 agencies. There are now 15 interstate member agencies who find value in membership by attending meetings remotely and collaborating through the SAF website.

Audit

SAF continues to be a sound organisation. We will follow with the Treasurer's report.

Venue

SAF's regular meeting venue is Eastlake Football Club in Griffith, positive feedback regarding facilities and location have been received in terms of accessibility and convenience.

How can you help?

In order to continue to deliver the wide diversity of forums and events we would love to have input and involvement from as many members as possible. We would be delighted to welcome any people who would like to get involved in the Committee.

The SAF is a success because you, as members, continue to attend the forum meetings each month and provide great feedback to the Committee members. Please continue to let us know what is working, what might be of interest or relevant to your agencies, how we can help meet your needs and about topics/activities you want to see SAF undertaking.

Acknowledgements

Thank you to all the speakers and presenters who have made themselves available to present at forums. An even bigger thank you to all our members who attend events and contribute to the conversations about issues and share their experiences. Thank you to all those who have been involved in the committee and for all the wonderful ideas and suggestions. Finally thank you to Kerrie our SAF Coordinator who turns these ideas and suggestions into reality.

We are looking forward to a great program of events for the coming year and hope you continue to benefit from having conversations and sharing your experiences with each other.

Stacey Colyer

Chair

13 September 2023

Treasurer's Report - AGM 2023

The Management Committee has received the audit results for the 2022-23 financial year from the auditor, Lateral Chartered Accountants.

We've had a very good year financially.

Membership has remained stable at 91 agencies.

As we have emerged from COVID-19 we are pleased to have been able to offer more face-to-face meetings.

The end of financial year bank balance was **\$50,684.27**.

Again this year 50% of agencies continued to choose the credit card option to pay membership fees.

Given the acceptable cash flows for the year, the Committee does not anticipate any further changes to membership fees for the following year.

The incoming Management Committee will continue to ensure that expenditure is kept to the minimum necessary for providing relevant services to our members in line with our Constitution.

The Financial Statements will be posted onto the SAF website.

Karen Johnston

13 September 2023