



CHARTER

Health and Safety Committee



Issued with the authority of the Chief Commissioner and Chief Executive Officer of Scouts NSW.

Chief Commissioner		Chief Executive Officer	
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Health and Safety Committee

1 Purpose

- 1.1 To provide a consultative forum for work, health and safety matters within Scouts NSW.
- 1.2 The Health and Safety Committee (HSC) is not a recognised Board Committee.

2 Membership

- 2.1 The HSC comprises the following members:
 - One member from each of the ten (10) Scouts NSW Regions.
 - State Commissioner (Risk and Safety) - Chairperson
 - WHS & Risk Manager - Secretary
 - Commercial Manager
 - State Commissioner (Adventure Centres & Bases)

3 Meetings

- 3.1 Meetings are held bi-monthly, on the alternate month to the Region Commissioners Forum, unless otherwise agreed by the Committee members.
- 3.2 Meetings may only proceed if:
 - At least 50% of Committee members are in attendance.
 - Either the State Commissioner Risk and Safety or the WHS & Risk Manager are in attendance.
- 3.3 If the Chair is not present the Secretary will deputise as the Chair and another Committee member will be selected as the Secretary for that meeting.
- 3.4 If the Secretary is not present another Committee member will be selected as the Secretary for that meeting.
- 3.5 If a representative will be absent from a meeting, they may nominate a replacement representative if there is no assigned deputy.
- 3.6 A non-member may be invited to a Committee meeting if the person can contribute to discussion on an agenda topic and is agreed prior by the Chair.

4 Decisions of the Committee

- 4.1 The HSC is not a decision-making body.

- 4.2 Where decisions arising from the HSC activities are required these will be escalated to the Chief Commissioner's Council as recommendations for approval.

5 Duties

- 5.1 Region Members shall:
- a. Represent their respective Regions on all matters pertaining to Work Health and Safety
 - b. Raise matters arising from their respective Regions for discussion at the HSC
 - c. Actively participate in matters of the HSC
 - d. Feedback information from the HSC to their respective Regions
 - e. Feedback information from the HSC to their adult leaders and Rover Scouts in their respective Regions
- 5.2 The State Commissioner Risk and Safety shall:
- a. Provide strategic advice on all matters pertaining to risk and safety
 - b. Update the HSC on Work Health and Safety decisions approved by the Chief Commissioner's Council
 - c. Ensure that proposed changes to the Scouts NSW Safety Management System (SMS) are afforded appropriate time for consultation with the uniformed section of Scouts NSW
 - d. Ensure that all matters raised are appropriately discussed, actions agreed and owners assigned.
- 5.3 The WHS & Risk Manager shall:
- a. Provide advice to the HSC on WHS legislative matters
 - b. Keep the HSC up to date on changes to the Scouts NSW SMS
 - c. Update the HSC on WHS performance and learnings from incident investigations completed in the period.
- 5.4 All members shall:
- a. Support and encourage a pro-active approach to Work Health & Safety
 - b. Completing assigned tasks within timeframes appropriate to the task.

6 Access to Information and Advice

- 6.1 The Committee members will have access to any information reasonably considered necessary to fulfil their responsibilities. Notably, this will include incident statistics and de-identified reports.
- a. The Committee will observe the requirements of the Scouts NSW Privacy Policy, Scouts Australia Code of Conduct and Ethics and other relevant WHS legislative requirements.

- b. HSC members will take reasonable steps to protect the identity of individuals in any discussions about specific incidents, or injuries or medical details. The exception is where the person has provided their consent to the HSC committee member to use their name in the discussion.
- c. When HSC members are privy to any personal details, they must at all times use discretion. For example, they should not discuss details about individual incidents in a manner that could embarrass or allocate blame. This type of behaviour erodes the integrity and effectiveness of WHS efforts and may contravene privacy laws.

7 Annual Review

- 7.1 This Charter will be reviewed at least annually by the Committee.
- 7.2 Proposed changes arising from the review will be presented to the Chief Commissioner's Council for endorsement.

8 Committee Papers

- 8.1 All papers to be provided to the Committee at least seven days prior to a meeting unless otherwise agreed by the Chair.
- 8.2 All papers will be uploaded to and accessible by Committee members from a dedicated Teamsite.

9 Minutes

- 9.1 The Committee Secretary will take the minutes of each meeting. No confidential information shall appear in the minutes.
 - a. Minutes will be distributed to all Committee members within seven days after each meeting.
 - b. Minutes of each meeting will be ratified and approved by the Committee members at the following meeting.
 - c. Copies of minutes will also be provided to the Audit and Risk Committee.

10 Executive Support

- 10.1 The WHS & Risk Manager will be responsible for providing administrative support to the Committee including:
 - The role of Secretary
 - Preparation of agenda in consultation with the Chair
 - Preparation of draft minutes for approval by Chair
 - Distribution of papers to Committee
 - Preparation of a consolidated report of HSC minutes, actions and decisions pending for the Chief Commissioner's Council.

11 Reports to the Chief Commissioners Forum

- 11.1 The WHS & Risk Manager shall circulate a consolidated report of HSC minutes, actions and decisions pending for the Chief Commissioner's Council.
- 11.2 The State Commissioner Risk and Safety shall liaise with the Assistant Commissioner (Innovation & Culture) on particular matters arising and/or pending decisions at the Chief Commissioner's Council.

12 Agenda

- 12.1 The HSC shall have the following standing agenda items:
1. Apologies
 2. Approval of previous minutes
 3. Chief Commissioner's Council decisions/matters arising
 4. WHS performance
 5. Investigation learnings
 6. SMS items requiring consultation
 7. Approved SMS changes
 8. Legislative Changes
 9. Strategic Update
 10. Information or updates to share with broader membership, Scouts NSW Board or external stakeholders.

