



SCOUTS AUSTRALIA NSW
Health & Safety Committee(HSC) Meeting
6 December 2018

MINUTES OF THE MEETING

Elected members:

Suzanne Day (Joey, Cub, Scout & Venturer Scouts)
Anthony Pritchard (Activity Centres & Campsites)
Grant Whitehorn (Leaders whose primary appointment is not to a youth section)
Tracey Hansford (State and region office employees)

Management Representatives:

Rob Rodgers, acting as State Commissioner – Risk Management
Jay Mendoza, Commercial Manager
Tracey Perrin, Head of Risk

Observers in attendance:

Nil

Guest:

Nil

Apologies:

Gus Lloyd (Supporters)
Harry Lantry (Rover Scouts)

Minute Taker:

Tracey Perrin, Head of Risk

1 INTRODUCTION

- 1.1 **Present, apologies**
- 1.2 **Review and approval of previous minutes**
NA as this was the first meeting.
- 1.3 **Actions arising from previous meetings**
NA as this was the first meeting.
- 1.4 **Reports to the Audit & Risk Committee**
NA as this was the first meeting.

2 HSC CHARTER

Tracey Perrin provided a verbal summary of sections 1 – 10 and Section 14 of the Charter. Key points are as follows.

SECTION of CHARTER

1 Workgroup Representatives

Elected members represent the entire population of their workgroup equally. They are not there just to represent their location.

For the “Activity Centres and Campsites” workgroup “Campsites” was added to the after the Charter was issued.

Tracey Perrin drafted some refinements into the charter that became apparent during the nominations process, which have been authorised by CEO and CC already and will be included when the charter is updated by the committee.

2 Management Representatives

3 Objectives

4 Committee membership

5 Role of the Committee

The HSC is not a Board Committee and as such does not make decisions that impact the association. Instead the role of the committee is consultative and will assist in building knowledge and implementing WHS procedures etc.

6 Issue resolution

The HSC may escalate unresolved issues to the Audit and Risk Committee. The issue resolution procedures will be discussed at a future date.

7 Meeting attendance

8 Absences and casual vacancies of Committee members

Currently, the only workgroup that has a back-up member is "Leaders whose primary appointment is not to a youth section". If Grant Whitehorn is unable to make a meeting, his back-up is Margaret Jackson. As per the charter, Margaret may routinely attend meetings in Grant's place.

9 Terms of office

10 Election of Chairperson and Secretary

14 Confidentiality

15 Changing the Charter

It was agreed that the Charter will not be updated following this meeting, it will be updated a later date (see Action log).

3 CURRENT STATUS of WHS

Tracey Perrin requested all members to explore the Scouts NSW WHS website as this is a wealth of information that HSC need to be familiar with. (see Action log).

<https://www.nsw.scouts.com.au/members-services/health-and-safety/>

Tracey also provided an outline of OP-37 WHS Information System and current status. A request was made for Tracey to circulate the OP-37 Charter to the committee (see Action log).

4 ELECT CHAIRPERSON & SECRETARY

- Grant Whitehorn nominated for role of Chairperson
- Tracey Perrin nominated for role of Secretary

Not all members were in attendance so by way of these minutes, all absent are invited to self-nominate before next meeting should they wish to do so. (see Action log).

If no nominations are received before next meeting, the roles of chairperson and secretary shall be finalised as above.

5 NEXT STEPS / RULES of ENGAGEMENT

Tracey Perrin offered to provide a session at each meeting on a WHS topic to help induct the committee and increase knowledge. This offer was accepted by the committee and the following topics were suggested by the committee members.

- Risk Assessments
- Asbestos Management (mutual WHS property approach)
- Issue Resolution

- OP-37 WHS Information System.

It was agreed that at next meeting, the committee will draft the committee “rules of engagement”. Grant offered to share an existing rules of engagement document which SCAT uses for this purpose (see Action log).

5 NEXT MEETING & CLOSURE

The next meeting is scheduled for Thursday 7 February at 6:30pm.

The meeting closed at approximately 7:30pm



Action Items Log - Health & Safety Committee

Item Ref #	Responsible	Action Required	Status
1 6/12/18	Chairperson	Revise the HSC Charter	
2 6/12/18	all	All members to explore the Scouts NSW WHS website and get familiar with the contents	
3 6/12/18	Head of Risk	Circulate the OP-37 Charter to the committee.	
4 6/12/18	Harry Lantry, Gus Lloyd	Self-nominate for Chairperson or Secretary if they wish to do so, by sending an email to Tracey Perrin <u>before</u> next meeting.	
5 6/12/18	Grant Whitehorn	Circulate the rules of engagement document from SCAT to the committee	