





The Scout Association of Australia
New South Wales Branch

Health & Safety Committee Charter

Version Control

Version	Date	Modified By	Comments
0.1	5 December 2017	Tracey Perrin and Grant Whitehorn	Initial Draft
0.2	12 December 2017	Grant Whitehorn	Revised Draft and formatting changes
0.3	29 January 2018	Tracey Perrin	Finalised draft, including work groups
0.4	2 February 2018	Tracey Perrin	Added workgroup "other leaders' and requirement for Rover under 30's member.
0.5	14 March 2018	Tracey Perrin	<p>Include: Where no other nominations are received, Head of Risk shall be Secretary.</p> <p>Signed:</p>  <hr/> <p>Chief Executive Officer, Andrew Smith</p>  <hr/> <p>Chief Commissioner, Neville Tomkins</p>

Health and Safety Committee (HSC) Charter

In accordance with the Work Health and Safety (WHS) Act 2011, WHS Regulation 2017 and the Safe Work NSW Code of Practice, Work Health & Safety Consultation, Coordination and Cooperation.

1. Workgroup Representatives

- (a) Scouts NSW recognises the demands and difficulties faced by volunteering as well as its own obligations in terms of the safety and wellbeing of all its employees, volunteers, subcontractors, (collectively referred to in this document as “workers”) and youth members, whilst engaged in recreational Scouting activities and / or Scouting workplaces.
- (b) The Scouts NSW Health & Safety Committee (HSC) aims to represent all workers (as per the definition of ‘workers’ in paragraph 1a above), and youth members whilst engaged in recreational Scouting activities and / or Scouting workplaces.
- (c) The following six workgroup(s) will each have one elected adult HSC member who is themselves a member of workgroup:
 - 1. Joey Scout Section, Cub Scout Section, Scout Section and Venturer Scout Section
 - 2. Rover Scout Section (under 30 years)
 - 3. Adult Supporters (i.e non-uniform)
 - 4. State & Region Activity Centres
 - 5. Other leaders whose primary appointment is not to a youth section. (Group Leaders, District/Region/State Leaders and Commissioners, Activity Leaders etc)
 - 6. State & Region Office Employees
- (d) Workgroup Representatives shall be elected in accordance with a democratic process, and in line with WHS Act 2011 section 61. All adult members of the workgroup shall be eligible to nominate and vote, including self-nominations. The nomination and voting process shall be overseen by a Returning Officer at State Office. Communications regarding nominations, voting and applicable closing dates, will be sent out electronically, using contact details in ScoutLink. The individual who receives the most votes will be the elected representative. The individual who receives the second highest number of votes will be the back-up representative. Where only one nomination is received, no vote is necessary and this individual will be the elected representative. The name of the elected representative will be duly communicated to all members of the workgroup by the Retuning Officer.

2. Management Representatives

- (a) Three management representatives shall be appointed at the discretion of the Chief Executive Officer and the Chief Commissioner. Currently, the appointed management representatives are:
 - 7. Head of Risk

8. State Commissioner Risk Management
9. Commercial Manager

3. Objectives

- (a) To provide Scouts NSW workers and youth members with the opportunity to contribute to Health & Safety matters.
- (b) To provide timely Health & Safety information to group members.
- (c) To manage the HSC in accordance with:
 - i. WHS Act 2011 and WHS Regulation 2017.
 - ii. SafeWork NSW Codes of Practice, Work Health & Safety Consultation, Coordination and Cooperation.
 - iii. Scouts NSW WHS Policy and Framework.
 - iv. Scouts NSW WHS Manual, Policies and Procedures
 - v. This HSC Charter.

4. Committee membership

- (a) This Committee will have nine members, comprising:
 - i. Six elected Worker/youth member Representatives.
 - ii. Three Management Representatives.

At least one Management Representative will have decision making powers.



Note

Management Representatives may make decisions only in accordance with their authority and delegation.

5. Role of the Committee

The Committee will:

- (a) Facilitate co-operation between Scouts NSW, its workers and youth members in developing and carrying out measures designed to promote Health & Safety.
- (b) The committee shall report into the Audit and Risk Committee (ARC). Regular communications shall be provided to the members of the ARC by way of WHS Committee Meeting Minutes. Specific WHS Committee items requiring the attention of, or input from, the ARC (or subsequently the Scouts NSW Board) shall be minuted as actions in the WHS Committee meeting minutes, with a person assigned to raise the matter and liaise with the chair of the ARC on the particular matter. Any issues requiring Board attention shall be communicated to the Board via the ARC.
- (c) Help improve health and safety practices by:
 - i. Having regular, planned and structured discussions about Health & Safety matters.
 - ii. Encouraging a co-operative approach to Health & Safety.

- iii. Assisting the implementation and review of the WHS Policy and Framework, WHS Manual, Policies and Procedures (including SOP's for adventurous activities)

Keep records of Committee business, including:

- i. Meeting agendas and minutes.
- ii. Committee member names, attendance and actions.
- iii. Correspondence sent and received by the Committee.

A summary of individual Committee member roles is provided in Appendix A.

6. Issue resolution

- (a) If a group member becomes aware of a Health & Safety issue, the Scouts Australia NSW WHS Issue Resolution Procedure will be followed.

7. Meeting attendance

- (a) The number of management representatives at a meeting must not exceed the number of worker/youth member representatives.
- (b) Meetings will not proceed unless there is:
 - i. A quorum of at least 50% of committee members.
 - ii. At least one management representative.
- (c) A non-member may be invited to a Committee meeting if:
 - i. That person can contribute to discussion on an agenda topic.
 - ii. Agreed prior by the Chair

Non-member meeting attendees must not be present for discussions about other matters, unless invited to do so by the Committee.

8. Absences and casual vacancies of Committee members

- (a) If agreed by the workgroup, the workgroup may elect alternate Committee member(s) during initial Committee member elections to act in the event of a representative's absence. The alternate Committee member(s) will:
 - i. Be elected in accordance with Health & Safety election process.
 - ii. Act on the Committee only during the absence of an elected member.

If the primary committee member resigns, the alternate member may take up the position (for the remainder of the resigned member's tenure). If a management representative will be absent from a meeting, management may nominate a replacement representative.

If an elected representative position becomes vacant mid-term, and there are no alternate elected representative Committee members to take the position, an election must be held to select a replacement for the remaining term of office.

If the chairperson will not be present for a meeting, an elected representative will be selected as the replacement chairperson for that meeting:

- i. If possible, before the meeting by the chairperson; or
- ii. If the Chairperson did not select a replacement Chairperson, by the elected representatives of the Committee.

9. Terms of office

- (a) An elected representative's term on the Committee is 3 years, or, if elected mid-term (e.g. to fill a vacancy created by a resignation), until the remainder of that term.
- (b) Elected representatives can be re-nominated for subsequent terms.
- (c) Management will determine management representatives' terms of office. Note that management representatives can also be removed under the conditions of section 13 Removal from office.

10. Election of Chairperson and Secretary

- (a) The Committee will elect a Chairperson and a Secretary:
 - i. At the first meeting of a new Committee.
 - ii. If either position becomes vacant, at the first meeting thereafter.
- (b) A management representative cannot be the chairperson of the committee.
- (c) If no committee member wishes to nominate for Secretary, Head of Risk shall perform the role of Secretary.
- (d) If the Chairperson or Secretary cannot attend a meeting, a stand-in will be elected from and by the Committee.

11. Agenda

- (a) The Chairperson will develop meeting agendas with the Secretary's assistance, and in consultation with committee members.
- (b) The agenda will include standing items for discussion, in accordance with the requirements of the relevant WHS legislation.
- (c) Committee members may submit agenda items for inclusion in the agenda.
- (d) Agenda items must be given, in writing, to the Committee Chairperson at least 7 days before a meeting.

12. Meetings and Minutes

- (a) Regular meetings will be held monthly, unless otherwise agreed by the committee members.
- (b) The Committee Secretary will take the minutes of each meeting. No confidential information shall appear in the minutes.
- (c) Minutes will be distributed to all Committee members within 7 days after each meeting. Minutes of each meeting will be ratified and approved by the committee members at the following meeting.

13. Removal from office

- (a) If because of their actions or inaction, the Committee determines a member is compromising the Committee's credibility, integrity or viability, the Committee may request that member's resignation.



Note

Examples of such actions or inactions include:

- *Breaches of committee confidentiality and/or privacy*
 - *Deliberately misrepresenting the views of workers/volunteers and members;*
 - *Regular failure to attend Committee meetings.*
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- (b) If a member asked to resign by the Committee does not resign, the Committee may declare that member's position vacant, and an election must be held to select a replacement for the remaining term of office.

14. Confidentiality

- (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. When HSC members are privy to any personal details, they must use discretion at all times. 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.

15. Changing the Charter

- (a) Committee members may propose changes to this charter, however it is important to recognise that some changes could impact the WHS compliance status of Scouts NSW, and/or alter its basic functionality. For this reason, the committee should seek appropriate advice regarding the potential impact (eg through Head of Risk or some other WHS professional). The committee may change this charter after due consideration and by a majority decision by the Committee members.
- (b) Any changes should be in accordance with the SafeWork NSW Code of Practice for Work Health and Safety Consultation, Co-operation and Coordination.
- (c) All Committee members will review this Charter and agree to operate in accordance with the requirements of the charter. The agreement of each committee member to this charter will be recorded in the minutes.

16. Scouts Australia NSW Workgroup and Management Representatives

CURRENT membership details must be made available to the Scouts NSW community eg: by posting on the Scouts NSW website, or through periodic eBulletins. The table below can be used for this purpose.

Workgroups	Name (including alternate elected members where relevant)	Date elected	Date three-year tenure expires
Joey, Cub, Scout and Venturer Scout Sections			
Rover Scout Section			
Adult Supporters			
State & Region Activity Centres			
Other leaders whose primary appointment is <u>not</u> to a youth section. (Group Leaders, District/Region/State Leaders and Commissioners, Activity Leaders etc)			
State & Region Office Employees			
Management Representatives	Name	Date Appointed	
Head of Risk			NA
State Commissioner Risk Management			NA
Commercial Manager			NA

Charter ratified by WHS Committee: <DD/MM/20YY>

17. Appendix A: Summary of the Health & Safety Committee (HSC) roles

Role	Before the meeting	During the meeting	After the meeting
Chairperson	<ul style="list-style-type: none"> • Ensures minutes of previous meeting are produced. • Notifies members of the next meeting (via agenda). • Compiles and sends agenda to members. • Books a meeting room. • Comes early to check that the meeting room is properly set up. 	<ul style="list-style-type: none"> • Starts the meeting on time. • Checks the minutes of the previous meeting. • Ensures the charter is followed. • Follows the agenda for the meeting. • Ensures the roles and responsibilities of all participants are understood and followed. • Manages the use of time. • Limits/controls discussion time. • Keeps the discussion to the point. • Encourages everyone's participation. • Ensures discussion moves towards a decision. • Helps resolve conflict/disagreement. • Clarifies actions to take, and inquiries regarding the status of each previous action, to enable recording in the minutes. • Summarises the progress of discussion and the degree of consensus attained. • Gives full attention to all speakers. • At the end of the meeting, reviews the progress made at the meeting and elicits feedback regarding the effectiveness of the meeting • Sets date and place of the next meeting and develops a preliminary agenda. • Closes the meeting positively and on time. • If an issue raised with the HSC cannot be resolved, ensure that an appropriate person is assigned to escalate the issue to the Audit and Risk Committee (as per the Scouts Australia 	<ul style="list-style-type: none"> • Ensures the meeting room is left in a tidy condition. • Returns equipment to storage space. • Takes follow-up on any agreed actions.

Role	Before the meeting	During the meeting	After the meeting
Secretary	<ul style="list-style-type: none"> Helps Chairperson prepare agenda. Helps Chairperson set up meeting room. Ensures spare copies of agenda are available. 	<p>NSW WHS Issue Resolution Procedure).</p> <ul style="list-style-type: none"> Records minutes of meeting (i.e. decisions made, actions to be taken, by whom, by when). Records the status of each previous action, to enable recording in the minutes. Ensure that each action is recorded in the minutes until it is recoded as complete (it can then be removed for subsequent minutes). At completion of discussion of each item on the agenda, checks with members that the record of "action to be taken" is accurately recorded. 	<ul style="list-style-type: none"> Distributes minutes within 7 days of meeting. Places all records, (including minutes, reports) in the Committee filing system. Assists Chairperson with any other administrative arrangements.

Role	Before the meeting	During the meeting	After the meeting
<p>Committee Members</p> <ul style="list-style-type: none"> Proactively talks to members of their workgroup about their Health & Safety concerns and ideas. Sends any Health & Safety item for discussion at the next meeting to the Chairperson, and establishes a priority for discussion (simple, urgent, non-urgent, complex). Promotes awareness of Health & Safety issues. Reads agenda and prepares/completes any background information to "speak to" items on the agenda. Knows where meeting is to be held. Confirms attendance with Chairperson. If unable to attend meeting, sends apologies to Chairperson and asks another person to represent them (giving first priority to the back-up member if there is one i.e. the person who received the second highest number of votes). Where relevant, supports, and requests support from, the Scout Safe Team. 	<ul style="list-style-type: none"> Attends meeting. Switches mobile phone off or on silent. "Speaks to" items on agenda that they've raised. Reports on actions and progress since the last meeting. Sticks to the topic on the agenda. Avoids side conversations and distractions. Listens when others speak, asks questions and the opinion of others, and checks for understanding with others. Takes note of items they have agreed "to action". Offers to be a member of a small working party of the Committee, where more complex WHS items need to be investigated and recommendations made. 	<ul style="list-style-type: none"> Undertakes follow-up actions agreed to in the meeting. Gives feedback from the meeting to their workgroup on outcome actions to be taken, on issues which employees have asked the member to raise. Reads and checks minutes of meeting. Participates in sub-committees. 	

