| DOCUMENT NUMBER | SR003 |
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| TYPE | Charter |
| SUBJECT | Infrastructure & Safety Advisory Group |
| AUTHORISED BY | Diocesan Council |
| DATE AUTHORISED | 13th November 2021 |

*Objective*

The aim of this proposal is to encourage a consultative safety culture through which the Diocese proactively identifies hazards and assesses risks to health and safety arising from the work typically carried out across the workplaces of the Diocese. This proposal recommends the *establishing of a diocesan Infrastructure & Safety Advisory Committee (the "ISAG"), constituted by WHSMs/Workplace Health & Safety Administrators ["WHSAs"] and workers for the purpose of assuring Property & Finance Committee of the effectiveness of risk controls and the progress of risk treatment initiatives in meeting the SR001 Diocesan Risk Management Policy of an appetite of a low-to-medium level of risk*.

*Scope*

Matters which are ordinarily within the scope of PF shall be the primary interest of this WHS Committee; that is, matters which affect the commercial and business operations of the Diocese. However, in so far that matters arise which would typically within the scope of *SM001 Safe Ministry Policy* (that is, the prevention of and/or response to abuse, ministry misconduct and the misuse of positional power), such matters shall be of secondary interests and referred to SMRG with any further insight that ISAG can provide.

*Workplaces in the Diocese*

It is noted that the Diocese owns approximately 38 workplaces, albeit that some of those locations are arguably not part of its ordinary operations. Accordingly, it would be impractical to have representation from every workplace, especially given that there are three main types of workplace as categorised above in relation to WHSMs:

i)     The Diocesan Office;
ii)    Urban parishes; and
iii)   Remote parishes.

However, it is also the case that there are different types of workplaces with parishes, namely:

i)     places of worship;
ii)    places of meeting (e.g. halls);
iii)   accommodation of workers as defined above (e.g. rectories, mission houses).

Accordingly, it is proposed that all of these types of workplaces ideally be represented.

*Composition*

It is proposed that the constituents of ISAG be approved by Property & Finance Committee and comprise as follows:

a) The Diocesan Business Manager (or delegate) as WHSM of the Diocese (Chair);
b) 1 WHSM/WHSA from urban parishes;
c) 1 urban church worker representative;
d) 1 remote church worker representative;
e) Up to 2 other members as nominated by a majority of ISAG members and approved by PF, at least one of whom is not in management at the Diocese.

The Office Manager of the Diocesan Office shall be the ex-officio non-voting Secretary of ISAG, who maintains minutes and the Operational Risk Registers on behalf of the Diocesan Business Manager.

Ideally, ISAG will be 4–6 persons, most likely meeting by phone or Zoom. A quorum of 50% of voting members shall be required to conduct a meeting. Failure to conduct a quorum will not prevent the meeting from performing its role of reviewing incident/hazard reports and discussing the suitability of risk treatment plans, for consideration at the subsequence meeting.

*Accountability*

ISAG shall meet at least every quarter and report to Property & Finance Committee before the end of the third week after quarter-end.

*Objective of ISAG meetings*

The objective of ISAG meetings shall be to assure Property & Finance Committee that:

a) incident & hazard reports and registers are complete, accurate and relevant;
b) risk treatment plans are being thoughtfully prepared and properly fulfilled; and
c) a)–b) are aligned with the Strategic Risk Register of the Diocese.

*Deliverables of ISAG meetings*

The deliverables from of ISAG meetings shall be received by PF and include:

- a resolution as to whether the incident & hazard reports and registers are complete, accurate and relevant and, if not, recommendations thereto;
- a resolution as to whether risk treatment plans are being thoughtfully prepared and properly fulfilled and, if not, recommendations thereto;

- provide recommendations in relation to any identified risks which are not included in the Operational Risk Registers (i.e. RIH001 Incidents & Hazards Register); and
- provide recommendations as to improvements to the Strategic Risk Register.

ISAG shall also be entitled to refer matters to SMRG where it considers them to be outside of the ambit of PF.

*For completion when document supersedes and existing policy, procedure or protocol.*

| VERSION NUMBER OF THIS DOCUMENT | DATE OF PREVIOUS DOCUMENT | SUMMARY OF CHANGE | REASON FOR CHANGE |
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