

# CIRCULAR TO CHURCHWARDENS

## Parish Risk Management Program - Supplement to Module 1

### MAXIMISING MINISTRY BY MINIMISING HARM

We are pleased to provide your parish with this 'supplement' to Module 1 of the Parish Risk Management Program. It is to be filed in the blue Parish Risk Management Program folder behind Module 1, as per the enclosed filing instructions.

#### What this module is about...

On rare occasions, a serious accident or incident may occur on your site(s) or at a function that you are managing. As a consequence, there can be certain legal obligations to be met with regard to notifying the WorkCover Authority of New South Wales ('WorkCover') and the parish's workers' compensation insurer, should it involve an employee. In some particularly serious cases, WorkCover has to be notified immediately and as a consequence an investigation by them may follow.

Importantly the Churchwardens, as the controllers of their parish site(s), must be involved in incident notifications to WorkCover.

#### A new Diocesan procedure to help you

To help you, if such an incident should occur, the Diocese has established a procedure for notifying WorkCover. Essentially, in the event of a 'notifiable' incident, the procedure is for you to call 1300 302 442 to receive specific expert assistance from a representative of the Diocese, who will contact WorkCover on the parish's behalf and provide any further professional advice, as necessary.

In addition, other 'internal' notifications and advice will be provided on the parish's behalf to relevant senior clergy, the Diocesan media officer, our legal services team, our insurers and the Property Trust. In this way, the Diocese can immediately marshal the necessary resources to help the parish through the incident from beginning to end.

#### Supplement to Module 1

The Diocesan notification procedure has been documented in the enclosed 'supplement' to Module 1 of the Parish Risk Management program and covers the following matters:

- the types of incidents that require immediate notification; and
- the types of incidents that can be notified on the next business day; and
- the Diocesan notification procedure to be followed (i.e., to call 1300 302 442).

#### Steps to take now

1. Read the supplement and then file it behind Module 1 in the blue Parish Risk Management Program binder, as per the filing instructions enclosed.
2. Discuss the supplement module at your next Parish Council meeting.
3. Decide who will call the 1300 number should a notifiable incident occur.
4. Distribute a copy of the module and A4 poster to all ministry teams, churchwardens, parish councillors and group leaders and ensure that everyone understands the notification process. *(Additional paper copies can be made from a PDF of the supplement and poster on the latest version of the CD, which is included in the enclosed pack.)*
5. Place the A4 poster(s) in a prominent place in your church office and other suitable areas.

Your parish should have received enough packs for your church and branch churches (if applicable) but if you require additional copies of the supplement module please contact Sarah Watson on 9265 1559.

The supplement module is also accessible on the SDS website ([www.sds.asn.au](http://www.sds.asn.au)) under 'For Churchwardens & Parish Councillors → Risk Management → The Parish Risk Management Program.

Thank you for your continuing commitment and support of the program and please contact myself on 9265 1680 or Warren Stanley on 9265 1512 if we can be of assistance. Finally, feedback on this module and the Parish Risk Management Program generally, can be sent to [riskmanagement@sydney.anglican.asn.au](mailto:riskmanagement@sydney.anglican.asn.au)