Newsletter

February 2008

*** New Module Release ***

Shortly, every parish in the Diocese will receive a 'supplement' to Module 1 of the Parish Risk Management Program titled, **'Specific Parish Incident Notification Procedures'**. The module describes the process for how your parish will inform the Diocese of certain **'notifiable incidents'** that occur, which are also reportable to **WorkCover NSW**.

A **dedicated number** has been established to assist in the reporting process – the number is **1300 302 442**.

The process will provide **valuable and necessary assistance** to the parish in the event of an incident when stress levels may be high. Through this process the Diocese will be able to marshal the necessary resources to guide the parish through the incident.

On receipt of the new module:

1. **Read** through it thoroughly;
2. **Discuss** it at your next Parish Council meeting;
3. **Communicate** the process and the 1300 number to all ministry teams, tenants and members of the congregation;
4. **Place** the A4 Notification 'wall chart' that will be received with the module **in a central location.**

If you have any queries after reading the module etc., please contact Warren Stanley on 9265-1512 or Michael Newman on 9265-1680.

Asbestos Inspection Program

It is envisaged that this month will see **the first asbestos inspections take place**. With the assistance of our Archdeacon's and the Property Trust, priority has been given to certain parish sites that have immediate asbestos issues.

In the meantime, if you have any questions about the program, please contact Scott Lincoln on 9265-1633 or Michael Newman on 9265-1680.

Electing new Churchwardens?

For those parishes planning to **elect new churchwardens**, please ensure there is **a 'handover'** in regard to your parish's risk management program by:

1. providing **access to the risk management binder**
2. providing a **copy of any policies** that have been put in place in your parish
3. providing a copy of your **latest risk assessment schedule and the latest Annual Return**
4. providing a report on the progress of any **outstanding items**

Your feedback please!

We are very aware that **implementing the Parish Risk Management Program** while of significant importance, can be **time consuming** and low on the list of ministry priorities.

We would therefore value **your feedback on the Program** and any way we can be of assistance. For example;

- Would the parish be interested in attending a **risk management workshop** run by outside experts?

- **Is the Program material** easy or hard to understand; is it useful or not useful?

- What **areas of implementation** are the most difficult?

- Can we put you in touch with a risk management consultant?

- What **other information or services** could be provided?

Without your feedback we can only have a guess at what is needed! **Please take the time to tell us what you think of the Program and how it can better serve your parish.**

You can provide feedback by contacting Warren Stanley on 9265-1512 or Michael Newman on 9265-1680 or email us at riskmanagement@sydney.anglican.asn.au.

Risk Management Annual Return

On 30 November 2007, the **2007 Risk Management Annual Return** was sent for the parish to complete. The Annual Return covers both Modules 1 & 2 - please **get them in as soon as possible but no later than 15 April 2008.**

Over time we will be contacting parishes to **follow up the treatment plans** identified or risk areas not yet assessed. This will be particularly the case where there has been no progress made on **untreated risks identified in the 2006 return**.

Please note that **our Insurers** take an **active part in assisting parishes manage risk,** and on a regular basis undertake risk surveys throughout the Diocese.

One last thing…

If your **parish risk management contact** has changed please call or email us on:

Ph: 02 9265-1512 or 02 9265-1680
Em: riskmanagement@sydney.anglican.asn.au

Please circulate and discuss this Newsletter at your next Parish Council meeting before filing it away in your Risk Management binder.

SDS

Produced by SDS Parish Services