



Portfolio WHS Committee Charter

1. Purpose

The purpose of the Portfolio WHS Committee (the Committee), in co-operation with worker representation and senior management, is to provide oversight of the University's Work Health and Safety management system (WHSMS) ensuring continuing suitability and system effectiveness.

2. Composition and tenure

The Committee will include members of management and worker representatives, and shall consist of:

- ex officio representative from the portfolio of the Deputy Vice-Chancellor (Academic)
- ex officio representative from the portfolio of the Deputy Vice-Chancellor (Research and Innovation)
- ex officio representative from the portfolio of the First Nations
- ex officio representative from the portfolio of the Chief Operating Officer
- ex officio, Deputy Chief People Officer, Safety & Wellbeing (or their nominee)
- ex officio representative from the portfolio Advancement
- elected Health and Safety Representatives (HSRs) may attend the Committee meetings as area representative.

3. Responsibilities and roles

The Committee's responsibilities are to monitor, review and where appropriate, make recommendations to the Portfolio's with respect to:

- implementation of the University's WHSMS including development and implementation of policy, procedure and/or guidance on WHS issues
- advice on appropriate levels of resourcing and management for mitigating WHS risks across the Portfolios
- WHS performance including review of incident and injury trends across the Portfolios
- facilitating cooperation between management and staff in the resolution of WHS issues
- recommendations to the University WHS Committee, where appropriate.

Chairperson

The chairperson (Chair) of the Committee will ensure the Committee functions effectively and in line with the Committee Charter. The specific responsibilities of the Chair include:

- facilitating Committee meetings and ensuring all members have the opportunity to raise and discuss issues
- allocating responsibilities or actions to Portfolio representatives in relation to WHS issues raised
- liaising with Safety and Wellbeing in relation to advice on WHS issues
- ensuring Committee meeting records are maintained and circulated by the Committee secretariat
- ensuring Committee functions are aligned to the intent of WHSMS Handbook Chapter 3.20 – WHS Committees and Representatives.

Committee members

Committee members have the following operational responsibilities:

- attend meetings and where appropriate, communicate WHS issues back to their respective Portfolio areas
- provide proactive and constructive input to Committee meetings and/or WHS issues.

Secretariat

The Chair will ensure:

- an appropriate secretariat function is performed in support of the Committee
- meeting agenda and papers are circulated prior to a Committee meeting
- meeting minutes are approved by the Chair and circulated to Portfolio areas.

4. Reporting

The Committee will report quarterly to the University WHS Committee on relevant matters pertaining to:

- WHS issues impacting on Portfolio areas and/or University wide
- WHS incidents and corrective actions
- consultative processes in the workplace
- any other WHS matters of concern or reporting required by the WHSMS.

5. Issue resolution

WHS issues are managed in accordance with these protocols:

- As required, managed as per the WHSMS Handbook Chapter 3.17 Raising and Resolving WHS Issues and Managing Complaints
- The Chair or 50% of the Committee membership may elect to escalate an issue to the University WHS Committee
- The resolution process to any WHS dispute must be documented within the Committee meeting minutes and reported to University WHS Committee for noting.

6. Administrative processes

The following processes apply to the administration of the Committee:

- The Charter should be reviewed at a minimum of every two (2) years (or in line with WHSMSHB changes) and changes endorsed through the Committee.
- The Committee shall meet at least quarterly after the University WHS Committee Meeting(s) or more frequently as required by the Chair. The Chair is required to call an additional meeting if requested and agreed by at least half of the Committee members.
- A quorum for a Committee meeting is a minimum of six (6) Committee members present, which includes a HSR.
- If an elected HSR is unable or not available to attend a Committee meeting, an area representative will be required to attend a Committee meeting as a worker representative.
- The tenure of Portfolio representatives will be three (3) years, at which time (or earlier due withdrawals) an expression of interest will be requested from Portfolio areas in order to rotate membership.
- A Co-Chair will be elected from within the Committee HSRs and area representatives.
- Where an ex officio is unable to attend a Committee meeting, their acting delegate or nominee will attend in their absence.