



Portfolio WHS Committee Charter

Purpose

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

Composition and Tenure

1. The Committee will include members of management and worker representatives, and shall consist of:
 - ex officio representatives from the portfolio of the Deputy Vice-Chancellor (Academic);
 - ex officio representatives from the portfolio of the Deputy Vice-Chancellor (Student and University Experience);
 - ex officio representatives from the portfolio of the Deputy Vice-Chancellor (Research);
 - ex officio representatives from the portfolio of the Deputy Vice-Chancellor (International Strategy), ex officio representatives from the portfolio of the First Nations;
 - ex officio representatives from the portfolio of the Planning & Service Performance;
 - ex officio representatives from the portfolio of the Chief Operating Officer;
 - ex officio representatives from the portfolio of the office of the Vice-Chancellor;
 - ex officio the Associate Director, WEG (Non-Voting) (or their nominee);
 - 50% plus 1 member, elected by and from portfolio areas.

Roles and Responsibilities

2. The committee's responsibilities, subject to revision by the University WHS Committee, are to monitor, review and where appropriate make recommendations to the University WHS Committee with respect to:
 - Assisting the development of standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace;
 - Assisting in the development and implementation of the Portfolio's WHS strategy, relevant WHS issues and performance;
 - Review the performance of the WHS Management System;
 - Review of trending patterns of incidents and injuries;
 - Facilitate cooperation between management and staff in the resolution of WHS issues.

Reporting

3. The Committee will report quarterly to the University WHS Committee, on relevant matters pertaining to:
 - WHS strategies;
 - annual business plans;
 - performance indicators;
 - performance outcomes;
 - recommendations given for corrective actions;
 - Committee meetings held and attendance against the annual objectives; and
 - WHS incidents and corrective actions.
4. The committee may report on any other matter to the University WHS Committee.
5. The committee shall receive reports from each of its responsible sub-committees, individuals implementing an action of the committee and advisory groups quarterly.

Administrative Arrangements

Meetings and Planning

6. The committee shall meet quarterly or as required by the Chair on dates determined by the Chair.
7. The Chair is required to call an additional meeting if asked to do so by at least half of the committee members.
8. A forward meeting plan, including meeting dates, location and agenda items, will be agreed by the Committee each year. The forward meeting plan will cover all of its responsibilities, as detailed in this Charter.

Attendance at Meetings and Quorums

9. A quorum shall consist of a minimum of six committee members, including at least two HSRs who have expressed interest in joining the Portfolio WHS Committee.
10. Representatives from Specialist Advisory Groups may, when invited, attend Committee meetings, and contribute to its deliberations.
11. The Chair of the committee may request any other ANU employee and/or external party to attend Committee meetings or participate in certain agenda items.

Formation of Sub-committees

12. A sub-committee is formed to give advice on a specific task or hazard. The Chair shall determine the size and membership and duration of the sub-committee. The Chair shall determine if a charter is required and the content of that charter (if any).

Secretariat

13. The secretariat will be provided by the Chair (or Deputy-Chair).
14. The Secretariat will ensure the agenda and supporting papers for each meeting are circulated, after approval from the Chair and at least 5 days before the meeting.
15. The Chair may structure the agenda to suit the needs of the committee. The standing agenda at a minimum meet the requirements of the committee.