Portfolio WHS Committee Charter

1 Purpose
The purpose of the committee, in co-operation with worker representation and senior management, is to provide oversight of the University WHS 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 representatives from the portfolio of the Deputy Vice-Chancellor (Research),
- ex officio representatives from the portfolio of the Deputy Vice-Chancellor (academic),
- ex officio representatives from the portfolio of the Deputy Vice-Chancellor (global engagement),
- 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 members, elected by and from portfolio areas.

3 Roles and Responsibilities
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:

- Assist in developing 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 System
- Review of trending patterns of incidents and injuries
- Facilitate cooperation between management and staff in the resolution of WHS issues.

4 Reporting
The Committee will report quarterly 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.
The committee may report on any other matter to the University WHS Committee
The committee shall receive reports from each of its responsible sub-committees, individuals
implementing an action of the committee and advisory groups quarterly.

5 Administrative Arrangements

5.1 Meetings and Planning
The committee shall meet quarterly or as required by the Chair on dates determined by the Chair.
The Chair is required to call an additional meeting if asked to do so by at least half of the committee
members.
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.

5.2 Attendance at Meetings and Quorums
A quorum shall consist of a minimum of six committee members, of which at least two must be
HSRs.
Representatives from Specialist Advisory Groups may, when invited, attend Committee meetings
and contribute to its deliberations.
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.

5.3 Formation of Sub-committees
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).

5.4 Secretariat
The secretariat will be provided by Work Environment Group.
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.
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.