Work Health and Safety Committee Terms of Reference

Section 1 - Establishment

(1) The University Work Health and Safety Committee and the Local Work Health and Safety Committees are established by the Council under Section 19 (1) of the Charles Darwin University Act 2003 and Section 77 of the Work Health and Safety (National Uniform Legislation) Act 2011 NT.

(2) The Work, Health and Safety Committee is a consultative committee for important health and safety matters affecting the University. It addresses broad aspects of work health and safety, that affect the whole University, or which lie outside the responsibility or resources of Local Work Health and Safety Committees or the Senior Manager Work Health and Safety.

Section 2 - Functions

Work Health and Safety Committee (WHSC)

(3) . The functions of the WHSC are:

a. facilitate co-operation between the University and employees in instigating and developing and supporting measures designed to ensure the health and safety of the University community.
b. Assist in the development of policies and procedures relating to the health and safety of the University Community.
c. Discuss significant health and safety issues or concerns raised by the Local Work Health and Safety Committees.
d. Recommend and assist in the development and implementation of initiatives aimed at improving health and safety throughout the University.
e. Establish, at its discretion, sub-groups and ad hoc working parties to make recommendations to the WHSC on specific risk processes or topics.
f. Perform any other functions agreed to by the University and the members of the WHSC.

Local Work Health and Safety Committees (LWHSC)

(4) The University has also established Local Area Work Health and Safety Committees (LWHSC). These local areas are:

a. Campus or location;
b. Faculty;
c. Operational area; or
d. Research group.

(5) The functions of the LWHSCs are:

a. assist management with ensuring that a uniform WHS approach, based on best practice and continuous improvement is adopted by the University and all its operations, to improve compliance.
b. Discuss health and safety issues or concerns raised by the workers, Senior Executives or the Senior Manager Work Health and Safety.
c. recommend and assist in the development and implementation of local initiatives aimed at improving health and safety in their local area.
d. establish, at its discretion, sub-groups and ad hoc working parties to make recommendations to the WHSC on specific risk processes or topics.
e. perform any other functions prescribed by WHS legislation and as agreed between the WHSC and members of the LWHSC.

Section 3 - Membership

Work Health and Safety Committee

(6) The WHSC shall comprise:

a. Critical Incident Controller (ex-officio);
b. Director People and Culture (ex-officio);
c. Senior Manager Work Health and Safety (ex-officio);
d. Director Student Engagement (ex-officio);
e. Director Property and Facilities (ex-officio);
f. Chairs of all established LWHS Committees; and
g. Health and Safety Representatives (HSRs) (by consent).

(7) Invited observers:

a. Consultants, Health, Safety and Environment;
b. Vice-Chancellor (attendance optional);
c. Vice-President Governance and University Secretary (attendance optional);
d. Director Risk and Assurance (attendance optional);and
e. Vice-Chancellor's Advisory Committee members (attendance optional).

Local Area Work Health and Safety Committee

(8) The LWHSCs shall comprise:

a. Pro Vice-Chancellor or Director of the area, or other responsible manager;
b. HSRs;
c. Area Managers and/or Team Leaders; and
d. other members who nominate through an expression of interest.

Members’ attendance at WHSC and LWHSC meetings

(9) Attendance by members will be monitored by the secretary. If a member has three consecutive unexplained absences from WHSC or LWHSC meetings, the Chair will discuss with the Vice-President Governance and University Secretary their future participation as a member of the committee.

Section 4 - Chair

Work Health and Safety Committee

(10) The Chair will be the Critical Incident Controller.

(11) The Deputy Chair will be Director People and Culture who will preside over meetings in the Chair's absence.

Local Work Health and Safety Committee

(12) The Chair will be the local area Pro Vice-Chancellor or Director.

(13) The Chair will appoint a Deputy Chair who will preside over meetings in the Chair's absence.

Section 5 - Secretary

Work Health and Safety Committee

(14) Work, Health and Safety will provide secretariat support to the WHSC to minute the meetings.

Local Work Health and Safety Committee

(15) The Chair will appoint a Secretary to the LWHSC to minute the meetings.

Section 6 - Terms of Office

(16) The following terms of office apply to each member group:

a. Ex officio committee members may serve on the committees for the length of the term they hold the position relevant to their membership.
b. Committee Chairs may serve on the committees for the length of the term they hold the position relevant to their membership.
c. Health and Safety Representatives (HSRs) may serve on the committees for the duration of their term as HSR.

Section 7 - Quorum

(17) A quorum will comprise 50 percent plus one members of the committee for both the WHSC and LWHSC.

Section 8 - Meetings

(18) Each committee must meet at least every three months, and additionally when requested by at least 50 percent of members of the committee.

(19) Matters requiring resolutions of the WHSC shall be determined by consensus of the members present. The Chair shall have a deliberative and casting vote should a vote be required.

Member conduct

(20) Professional conduct of members is expected at all times. The Chair may call members to order as required.

(21) As required, members must treat items of discussion with confidentiality.

Section 9 - Agenda

(22) The agenda will be distributed with supporting documentation at least three days prior to the meeting date.

Section 10 - Minutes

(23) Meeting minutes and action items will be made available within one week of the meeting.

(24) The minutes will detail the item/s under discussion, the main points of the discussion, the resolution reached and the primary reasons for reaching that determination.

Section 11 - Reporting

Work Health and Safety Committee

(25) The WHSC provides reports to the Vice-Chancellor's Advisory Committee, the Senior Executive Team Business Committee, and the Audit, Risk and Compliance Committee on health and safety matters, including matters relating to the WHSC.

(26) Meeting minutes will be shared on the Waterhole and at LWHSC meetings.

Local Work Health and Safety Committees

(27) The LWHSCs will provide a copy of minutes or a briefing to the Work Health and Safety team for reporting to the WHSC at least two weeks prior to the next WHSC meeting to allow time for collation of papers.

(28) LWHSC meeting minutes will be shared on the Waterhole.

Section 12 - Conflicts of Interest

(29) Where a member has an actual, potential or perceived conflict of interest regarding an agenda item, they must declare this to the Chair at the commencement of discussion of the item, and be prepared to excuse themselves from the discussion, or the room, if required, as per the terms of the Conflicts of Interest Policy.

Section 13 - Non-compliance

(30) Non-compliance with Governance Documents is considered a breach of the Code of Conduct - Employees or the Code of Conduct – Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the Charles Darwin University and Union Enterprise Agreement 2025 and the Code of Conduct – Students.

(31) Complaints may be raised in accordance with the Complaints and Grievance Policy and Procedure - Employees and Complaints Policy - Students.

(32) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

Status and Details

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Committee Chair	Peta Preo Director People and Culture
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Glossary Terms and Definitions

"**Faculty**" - An organisational and academic unit in the University that delivers courses and conducts research.