

Workplace Health and Safety Committee Charter

Purpose and goals

The Workplace Health and Safety Committee exists to support the Australian Retailers Association's advocacy strategy, priorities, and functions in relation to

- Reviewing the current workplace health and safety framework and proposed changes to that framework
- Workplace Health and Safety Codes of Practice, guidance materials, handbooks, information sheets and Standards relevant to, and impacting on, the retail industry
- Educating retailers about, and responding to, emerging trends and issues, including providing information to support the development of guidance materials
- Responding to Inquiries, Consultations and Discussion Papers issued by governments and relevant regulators.
- Determining the Australian Retailers Association's responses to, and participation in, these matters
- Providing a forum for exchange of ideas and information, discussion and consultation on relevant Workplace Health and Safety matters for the retail industry; and
- Other relevant issues which arise from time to time.

The Workplace Health and Safety Committee may also address matters which overlap with and/or are being examined concurrently by other Australian Retailers Association policy committees.

Membership:

The Workplace Health and Safety Committee comprises Workplace Health and Safety Professionals drawn from ARA Member organisations.

Roles and responsibilities

Committee members are expected to show leadership in developing recommendations for policy and guidance in the field of retail workplace health and safety on behalf of the retail industry. Specifically, the Committee should develop policy which ensures both government, industry, and key stakeholders have a sound understanding of retail workplace safety best practice. In addition, the Committee aims to educate members and co-operatively develop inputs to best practice. To facilitate this aim, the roles and responsibilities of the committee are as follows:

Membership

- 15 or more committee members
- Committee members are expected to attend 60% of yearly meetings
- Active participation in thought leadership
- Actively recruit appropriate new members to the committee as required

Committee Chairperson

Prior to a committee meeting, the chairperson will:

- Consult with the Secretariat on all matters to be discussed at meetings
- Supervise and prepare, together with the Secretariat, the agenda for the meeting
- Review the minutes and ensure they are sent out to members with sufficient notice before a subsequent committee meeting
- Be acquainted with reports, correspondence, business etc., which is to be presented at the meeting

During meetings, the chairperson will:

- Open the meeting
- Conduct the business of the meeting in accordance with the order of the agenda
- Allow free and, if necessary, formal debate which allows all committee members the opportunity to speak
- Close the meeting when all matters are attended to

Secretariat

- Ensure requirements for meeting location are met and times and locations are circulated
- Ensure a quorum of seven is present for each meeting and manage apologies
- Draft and check the minutes for the chairperson's approval
- Compile minutes for meetings and circulate to all committee members three weeks in advance of next meeting
- Settle the agenda items with the chairperson and provide all committee members draft agenda
- Manage the papers and committee matters in an orderly way for reference and policy development
- Provide information as required or requested to the committee

Minutes and relevant attachments will be distributed to Committee members after each meeting

Length and scope of membership

Membership will be maintained for a twelve-month duration, however, in volunteering time to the committee, there is no specific term of assignment. Annual review of the committee profile is required to allow an orderly process for members to either transition or remain in situ.

Chairperson succession is informal with the nomination of a new chair as the key representative of the committee to be determined by the committee members. The chairperson can hold the position for successive years on the vote of committee members. The Committee Chairperson will generally contact new members to inform them of the Committee's work and welcome them a new member.

Accountability

Accountability of all committee members extends to the following points:

- Consideration for the needs and best interests of the committee as a whole
- Contribution to collective discussion in a professional and inclusive way
- Maintaining confidentiality outside of the committee meeting to ensure respect for industry intelligence
- Inclusive and collegial behavior to ensure the culture of the committee encourages contribution
- Ensuring timely attendance and remaining respectful of professional protocol
- Reading and reviewing minutes and preparing notes in advance of committee meetings
- Directing all grievances or concerns in a professional way to the committee chairperson

Meeting schedules

Workplace Health and Safety Committee meetings will be held five times per year with the following proposed dates for 2020: 25 March, 14 May, 22 July, 9 September and 11 November.

The Chatham House Rule applies to all Committee meetings and reads as follows: When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.