

APPENDIX 12

Occupational Health and Safety Committee Constitution

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1. Interpretation

"Act" means the Occupational Health and Safety Act 2004

"Action and Agreement Record" means minutes of meeting "Committee" means the Towong Shire Council Occupational Health and Safety Committee

"HSR" means Health and Safety Representative

"OHS Officer" is the Occupational Health and Safety Officer

"SMG" means the Senior Management Group which comprises the Chief Executive Officer, Director Community and Corporate Services, Director Technical Services and Director Development Services.

2. Introduction

Towong Shire Council acknowledges that effective communication and consultation between staff and management is integral to the success of the Occupational Health and Safety Program.

The OHS Committee provides a forum for such communication and consultation to take place as required under the Act.

3. Role of the Committee

- 3.1 To oversee the implementation and review of Council's Occupational Health and Safety Policy and Strategy.
- 3.2 To ensure the requirements of the Act are met in all of Council's operations.
- 3.3 To facilitate co-operation between Council, the SMG and all employees and contractors in establishing, developing and implementing measures designed to ensure the health and safety at work of all employees, Councillors and contractors.

- 3.4 To formulate, review and communicate to employees and contractors, the standards, rules and procedures relating to health and safety which are to be carried out or complied with at the workplace.
- 3.5 To monitor health and safety standards and performance across the organisation.
- 3.6 Such other functions as are prescribed by the regulations or agreed between the employer and the Committee.

4. Powers

The Committee has no direct power. It can not write letters or issue policy statements in its own name. The Committee has the power to recommend actions to the SMG and Council for consideration and final decision.

5. Membership

The Committee shall comprise the following members:

- An elected representative from each of the designated Work Groups
- OHS Officer
- Director Technical Services, and
- Director Community and Corporate Services

* Other Staff, whilst not members of the Committee, may be required to attend meetings, upon invitation by the Committee.

At least half the members of the Committee must be employees (refer section 72 of the Act).

6. Designated Work Groups

The Designated Work Groups are:

- i. Corryong Indoor (includes Corryong Office and Corryong Visitor Information Centre)
- ii. Tallangatta Indoor (includes Animal Control and Tallangatta Office)
- iii. Tallangatta Depot (includes Tallangatta Transfer Station)
- iv. Corryong Depot (including Corryong Landfill)
- v. Community Services (includes Swimming Pools, MCH, and Kindergartens).

7. Health and Safety Representatives (HSR)

- 7.1 Elections will be held at least every three years with Designated Work Group HSRs being elected by the staff within their respective work group. Deputy HSRs will be retiring HSRs.
- 7.2 The term of appointment is a period not exceeding three years from the date the person is elected.
- 7.3 A health and safety representative is eligible for re-election, but no HSR is allowed to serve more than two consecutive terms.
- 7.4 Election results must be filed on Council's records management system.

- 7.5 Information regarding the election of HSRs and Deputy HSRs, term of office, and disqualification of HSRs is contained in sections 54-57 of the Act, and this must be referred to and communicated to relevant work groups prior to an election process commencing.
- 7.6 Information regarding Powers of HSRs is contained in sections 58-61, and information regarding PIN notices issued is contained in sections 62-66 of the Act. Contents of these sections must be communicated and made available to all employees.
- 7.7 Obligations of Employers to train HSRs are contained in sections 67 and 68 of the Act.
- 7.8 Further obligations regarding HSRs and persons assisting HSRs is contained in sections 69-70 of the Act.
- 7.9 Employers must ensure a current list of HSRs and Deputy HSRs is displayed at all work places (refer section 71 of the Act).

8. Appointment of Office Bearers

- 8.1 At the commencement of each monthly meeting the Committee will delegate the Chairperson for the next meeting.
- 8.2 The Chairperson is responsible for the conduct of the meeting in accordance with Council's meeting guidelines (refer to the Agenda document for details).

9. Action and Agreement Record of meetings (Minutes)

- 9.1 The Action and Agreement Record of meetings will be circulated to all Committee members within five working days of the meeting for endorsement by the Committee as being true and correct.
- 9.2 The Action and Agreement Record of meetings will be distributed to all work sites within seven working days of the meeting in the absence of any negative feedback by Committee members.
- 9.3 The Action and Agreement Record of each meeting will be provisionally included in Council Meeting Agenda for the information of Councillors and will be adopted at the next OHS Committee meeting.

10. Meetings

- 10.1 Meetings will be held on the first Thursday of every month.
- 10.2 Meeting days and time can be altered by the OHS Officer by giving notice to all members.
- 10.3 Special meetings may be called by any member of the Committee if required.

11. Meeting Agendas

- 11.1 Meeting Agendas are to be prepared by the designated Committee person at the previous meeting.

- 11.2 Meeting Agendas are to be distributed to Committee members at least two working days prior to the meeting.

12. Quorum

- 12.1 A quorum at any meeting will be constituted by the attendance of four members.
- 12.2 In the event that a quorum is not attained, the meeting shall be deferred to another day and/or time as decided by the Chairperson.

13. Voting

- 13.1 All recommendations provided to the SMG and Council will be arrived at by mutual agreement. There will be no voting.