



Airservices Australia

Board Environment and Community Committee Charter

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For Official Use Only

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Change summary

Version	Date	Change description
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1 Objectives

The objectives of the Board Environment and Community Committee (**Committee**) are to assist the Airservices Board (**Board**) to discharge its responsibilities by monitoring, advising and providing assurance to the Board on:

- environmental compliance and initiatives;
- community engagement initiatives
- implementation of recommendations made by the Aircraft Noise Ombudsman (ANO) that have been accepted by the Board; and
- organisational strategy to address the impact of operations on the environment and the community.

2 Membership

The Committee will consist of:

- a Chair, who will be a non-executive Board Member, appointed by the Board;
- at least three non-executive Board Members, appointed by the Board;
- ex officio, the Board Chairperson; and
- ex officio, the Chief Executive Officer.

Appointments to the membership of the Committee will be reviewed by the Board on a biennial basis.

The members, taken collectively, will have a broad range of skills and experience relevant to the operations of Airservices.

The Board will have regard to the Airservices objectives on equity and diversity, and the need for both continuity and regular renewal, in making appointments to the Committee.

Committee members are required to:

- understand and observe legislative requirements under the *Air Services Act 1995*, the *Public Governance, Performance and Accountability Act 2013* and the *Public Governance, Performance and Accountability Rule 2014*;
- act in Airservices' best interests;
- possess appropriate qualifications, knowledge, skills and experience;
- apply appropriate analytical skills, objectivity and judgement; and
- express opinions constructively and openly, raising issues that relate to the Committee's responsibilities and pursuing independent lines of enquiry.

3 Responsibilities

To assist the Board, the Committee will:

- review and monitor the effectiveness of the systems management has put in place for ensuring and monitoring Airservices' compliance with the Air Services Act 1995 and other laws, regulations and associated government policies relating to environmental matters and community engagement;

- assess the environmental risks and reputational risks (in the context of the impact of operations on the community) arising from Airservices' operations and review the adequacy of management's approach to the management of those risks;
- consider the completeness and appropriateness of environmental and community engagement reporting to the Board and all external reporting on these matters;
- review serious environmental incidents, as well as activities that evoke serious community concern, and monitor the progress to completeness of any actions required as a result of such incidents or activities;
- review whether environmental and community engagement priorities are integrated into Airservices' strategy;
- receive reports from the ANO on matters within the ANO Charter, and evaluate whether ANO recommendations should be accepted by the Board;
- engage on a regular basis with the ANO, and meet with the ANO at least twice yearly at the Committee meeting;
- monitor the implementation of recommendations emanating the ANO, where they have been accepted by the Board;
- advise the Board on arrangements relating to the governance, strategic focus and resourcing of the ANO;
- review serious environmental risks and incidents relating to the pollution of the environment by contaminants (such as, for example, per- and polyfluoroalkyl substances and asbestos) and monitor the progress to completion of any actions required as a result of such risk and incidents that are not workplace health and safety related. All workplace health and safety asbestos related matters will be monitored by the Board Safety Committee; and
- consider such matters related to the above responsibilities, or otherwise, as they are referred to the Committee by the Board and / or other Board committees.

4 Meeting Arrangements

The Committee will meet (except where the Board determines otherwise) not less than four times each year.

A special meeting of the Committee may be convened by a member of the Committee at any time by written request to the Board Secretariat, stating the reason for calling the special meeting. Special meetings will be held within twenty-one days of receipt of such a request, with not less than seven days' notice being provided to all Committee members (except where all Committee members consent to a shorter notice period).

The agenda for Committee meetings will be determined by the Committee Chair.

Meetings can be held in person, by telephone or by videoconference.

The quorum for any meeting of the Committee is 50 per cent of current members of the Committee.

The following Airservices officers have standing invitations to attend meetings of the Committee, but may be asked to leave at any time:

- Executive General Manager Air Navigation Services,
- Executive General Manager Aviation Rescue and Fire Fighting Services
- Executive General Manager Safety and Assurance, and

- Board Secretary and Deputy Board Secretary.

The Aircraft Noise Ombudsman and other attendees may be invited as required or at the discretion of the Committee or Committee Chair.

The Board Secretariat will provide secretariat support to the Committee, and will ensure:

- the agenda and papers for each meeting are circulated, after approval by the Committee Chair and at least 7 days before the meeting. Copies of the agenda and meeting papers will be provided to all members of the Board via the Board Portal; and
- the minutes of the meetings are prepared. Draft minutes will be reviewed by the Committee Chair and circulated to Committee members for consideration following each meeting.

5 Powers and authority

The Committee has no power to make decisions in respect to Airservices' business or affairs except as expressly delegated to the Committee by the Board. As at the date of approval of this Charter, the Board has not delegated any decision-making powers to the Committee.

The Board has authorised the Committee to do the following things for the purposes of enabling the Committee to discharge its responsibilities:

- obtain information from management;
- have access to management and employees; and
- obtain external, independent advice as considered necessary, at the cost of Airservices.

Any request by the Committee for external advice will be noted in the minutes of the Committee meeting.

6 Reporting

In addition to providing the Board with the minutes of Committee meetings, the Committee, through its Chair, will report at Board meetings about the Committee's activities and prepare draft resolutions for the Board's consideration.

7 Evaluating performance

The Committee will assess its performance against this Charter on an annual basis and seek appropriate input from the Board and other relevant stakeholders as determined by the Board. The Committee will report to the Board on its assessment.

8 Review of Charter

The Board will review this Charter on an annual basis, after receiving advice about the adequacy of the Charter from the Committee.

9 Aircraft Noise Ombudsman Liaison

The Committee Chair will act, on behalf of the Board and the Committee, as a liaison point with the ANO.