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Board Safety Committee

Charter

C-CHART0021

Version 5

Effective 4 December 2023

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Approved: Airservices Australia Board
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Change summary

Version	Date	Change description
1	2 July 2019	Initial Document Centre published version of Charter, replacing all previous unpublished versions.
2	4 December 2020	Minor updates to member obligations, Committee responsibilities, and standing invitees.
3	31 March 2021	Amendment to Committee’s membership composition.
4	9 December 2021	Clarification of Committee responsibilities.
5	4 December 2023	Adding to Committee responsibilities ability to approve relevant investment cases

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1 Objectives

- 1.1 The objectives of the Board Safety Committee (Committee) are to assist the Airservices Board (Board) to discharge its responsibilities by monitoring, advising and providing assurance to the Board on:
- operational safety;
 - workplace health and safety (**WHS**); and
 - organisational preparedness to counter identified security threats.

2 Membership

- 2.1 The Committee will consist of:
- a Chair, who will be a non-executive Board Member, appointed by the Board;
 - at least two non-executive Board Members, appointed by the Board;
 - ex officio, the Board Chairperson; and
 - ex officio, the Chief Executive Officer.
- 2.2 Appointments to the membership of the Committee will be reviewed by the Board on a biennial basis.
- 2.3 The members, taken collectively, will have a broad range of skills and experience relevant to the operations of Airservices. At least two members of the Committee should have a high level of relevant aviation expertise. At least two members of the Committee should have a high level of relevant safety, risk management or security expertise.
- 2.4 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.
- 2.5 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*;
 - adhere to the Board's Code of Conduct and Conflict of Interest Protocol;
 - 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

- 3.1 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 operational safety, WHS and security matters;
 - assess the safety and security risks arising from Airservices' operations and review the adequacy of management's approach to the management of operational safety, WHS and security risks;

- c) consider the completeness and appropriateness of operational safety, WHS and security reporting to the Board, and all external reporting on these matters;
- d) review serious operational safety, WHS and security incidents, and monitor the progress to completion of any actions required as a result of such incidents;
- e) review whether operational safety, WHS and security priorities are integrated into Airservices' strategy;
- f) satisfy itself that an appropriate approach has been followed in establishing business continuity planning arrangements, including whether business continuity and disaster recovery plans have been periodically updated and tested.
- g) review and provide advice to the Board in relation to capital investment and organisational policy proposals relevant to the Committee's responsibilities, that require Board approval; and
- h) 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.

3.2 Matters relating to safety in the context of technology, systems engineering, telecommunications, IT and strategic asset management will be considered by the Board Technology Committee in their broader consideration of these areas.

4 Meeting Arrangements

- 4.1 The Committee will meet (except where the Board determines otherwise) not less than four times each year.
- 4.2 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).
- 4.3 The agenda for Committee meetings will be determined by the Committee Chair.
- 4.4 Meetings can be held in person, by telephone or by videoconference.
- 4.5 The quorum for any meeting of the Committee is 50 per cent of current members of the Committee.
- 4.6 The following Airservices officers have standing invitations to attend meetings of the Committee, but may be asked to leave at any time:
 - a) members of the Executive (as relevant to their accountabilities), and
 - b) Board Secretary and Deputy Board Secretary.
- 4.7 The Chief Auditor and other attendees may be invited as required or at the discretion of the Committee or Committee Chair.
- 4.8 The Board Secretariat will provide secretariat support to the Committee, and will ensure:
 - a) 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

- b) 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

- 5.1 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.
- 5.2 The Board has authorised the Committee to do the following things for the purposes of enabling the Committee to discharge its responsibilities:
 - a) obtain information from management;
 - b) have access to management and employees; and
 - c) obtain external, independent advice as considered necessary, at the cost of Airservices.
- 5.3 Any request by the Committee for external advice will be noted in the minutes of the Committee meeting.

6 Reporting

- 6.1 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

- 7.1 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

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