

Tasmanian Forest Safety Code Review

Steering Committee Terms of Reference

October 2019

Background/Context

The Forest Safety Code (Tasmania) provides practical guidance on how to manage risks in the Tasmanian forest industry. The code has been preserved as an approved code of practice under the *Work Health and Safety Act 2012*.

Last reviewed and published in October 2007, the code is now out of date in places and is in need of revision to remove outdated references and include contemporary practices previously not covered by the code.

In June 2019 an industry wide forum was convened by Private Forests Tasmania in partnership with the Tasmanian Forests and Forest Products, WorkSafe Tasmania and key industry stakeholders, to consider a scope for reviewing the code. The workshop identified a range of areas where the existing code is in need of updating and supported the idea of an industry representative steering committee being convened to oversee the review process.

Private Forests Tasmania has agreed to convene the steering committee and WorkSafe Tasmania has agreed to facilitate the review process by participation in the steering committee, keeping the responsible Minister informed of the project's progress and in assisting the approval process for the revised code. Other industry stakeholders have agreed to actively participate as members of the project Steering Committee including the Tasmanian Forests and Forest Products Network, Sustainable Timber Tasmania, the Australian Forest Contractors Association (Tas), Norske Skog and a representative of the Tasmanian Forest Industry Work Health and Safety Committee.

Function of the Safety Code Review Steering Committee

The Function of the Safety Code Steering Committee is to take responsibility for the business issues associated with the review of the Forest Safety Code Review Project. The Steering Committee is responsible for:

- defining the project's scope, and outcomes
- acquiring adequate resources to implement the project,
- approving budgetary strategy,
- defining and realising benefits,
- overseeing external communication of the process to stakeholders , and
- monitoring risks, quality and timeliness.

Role of the Safety Code Review Steering Committee

The Role of the Safety Code Review Steering Committee is to:

- take on responsibility for the project's feasibility, business plan and achievement of outcomes
- ensure the project's scope aligns with the requirements of the stakeholder groups
- provide those directly involved in the project with guidance on project business issues
- ensure effort and expenditure are appropriate to stakeholder expectations
- address any issue that has major implications for the project
- provide oversight for project manager and project team, including any consultancies

- provide guidance and direction to the project officer / consultant as emergent issues are raised outside of the project scope
- reconcile differences in opinion and approach, and resolve disputes arising from them
- report on project progress to project sponsors

Role of individual Steering Committee members

The role of the individual member of the Safety Code Review Steering Committee includes:

- understand the strategic implications and outcomes of initiatives being pursued through the project
- appreciate the significance of the project for some or all major stakeholders and represent relevant stakeholder interests
- be genuinely interested in the initiative and the outcomes being pursued in the project
- be an advocate for the project's outcomes
- have a broad understanding of project management issues and the approach being adopted
- be committed to, and actively involved in pursuing the project's outcomes

In practice, this means they:

- ensure the requirements of stakeholders are met by the project's outputs
- help balance conflicting priorities and resources
- provide guidance to the Project Team and users of the project's outputs
- consider ideas and issues raised
- review the progress of the project
- check adherence of project activities to relevant standards of best practice

General

Membership

The Safety Code Review Steering Committee is comprised of:

- Penny Wells (Private Forests Tasmania) - Chair
- Darren Herd (Tasmanian Forest Industry Work Health and Safety Committee)
- Karen Hall (Australian Forest Contractors Association (Tas))
- Alistair Hayward (Sustainable Timber Tasmania)
- Therese Taylor (Tasmanian Forests and Forest Products Network)
- John Webb (Norske-Skog)
- Mark Cocker (WorkSafe Tasmania) - observer

Convenor/Chair

The Chair shall convene the Safety Code Review Steering Committee meetings.

If the designated Chair is not available, then an alternate member of the steering committee elected on the day by other members present (referred to as the Acting Chair) will be responsible for

convening and conducting that meeting. The Acting Chair is responsible for informing the Chair as to the salient points/decisions raised or agreed to at that meeting.

Agenda Items

All Safety Code Review Steering Committee agenda items must be forwarded to the Chair by C.O.B. five working days prior to the next scheduled meeting.

The Safety Code Review Steering Committee agenda, with attached meeting papers will be distributed at least three working days prior to the next scheduled meeting.

The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.

Minutes & Meeting Papers

Meetings of the Committee will be recorded through a succinct summary of agreed actions and decisions, and distributed to members no later than five working days following each meeting.

Out-of-session decisions of the Committee are acceptable. Where agreed, all out-of-session decisions shall be recorded in the minutes of the next scheduled Steering Committee meeting.

Frequency of Meetings

The Steering Committee will meet approximately 2 monthly, or at a date agreed by members at the conclusion of each meeting, or as otherwise agreed by members out of session.

Proxies to Meetings

Members of the Steering Committee may nominate a proxy to attend a meeting if the member is unable to attend.

The Chair will be informed of the substitution at least one working day prior to the scheduled nominated meeting.

The nominated proxy will have voting rights at the attended meeting. The nominated proxy will provide relevant comments/feedback, to the Steering Committee member they are representing.

Quorum Requirements

A minimum of 3 Steering Committee members is required for the meeting to be recognised as an authorised meeting for the recommendations or resolutions to be valid.