

HEALTH, SAFETY and ENVIRONMENT WIND INDUSTRY GROUP (Australia)

Terms of Reference - September 2019

Introduction

This is an Australian-wide Wind Industry Group focusing on the Health, Safety and Environment (HSE) risks that are applicable to the Wind industry.

This Terms of Reference sets out the operating guidelines for the Health, Safety & Environment Wind Industry Group.

Aim

The group aims to promote HSE best practice of the Wind Industry in consultation with relevant stakeholders to improve HSE standards and outcomes across industry.

The group will have a lifecycle approach to wind assets to ensure safe construction and operations.

To develop a culture of sharing information and lessons learned amongst the industry.

The group will aim to hold an annual conference as a method to involve and communicate with relevant stakeholders across the Australian Wind Industry.

Function

The group is not to be a spokesperson to the media, the public or participate in lobbying.

Members will act in a professional manner and not damage the name of the industry.

The Group will interact with HSE stakeholders with a view of developing a consistency.

Scope

The development of mechanisms for the sharing of information including but not limited to HSE alerts, serious incidents and lessons learned, regulatory compliance and best practices.

To develop guidelines and industry code practice to improve industry HSE standards.

The Group may require external specialist advice. It is authorised to engage suitable consultants and subject matter experts to provide objective advice, develop marketing or guidance materials for the group.

Authority

The Group has no formal delegated authority.

Decisions made by the Group are not binding on its members.

Membership

This group comprises of owners, wind farm operators, wind turbine suppliers and wind industry contractors.

Any one company may be represented by a maximum of three members, inclusive of the Steering Committee member. Others may be invited at the discretion of the group and for specific reasons.

The Steering Committee will have a maximum of 10 members and will elect the Chairperson ("Chair").

Responsibilities

Steering Committee:

There will be the formation of a Steering Committee comprising of one principle member nominated by each company. The Steering Committee drives the group agenda and keeps track of working group actions.

Chair:

The Chair is to be nominated by the Steering Committee Members and will have a typical tenure of between 12 and 24 months.

- Schedules meetings for the year
- Finalizes the agenda and meeting minutes
- Starts the meeting on time
- Participates as a team member
- Follows the agenda and keeps the meeting focused on agenda items
- Ensures meeting outcomes are achieved and meeting runs to time
- Encourages accountability and contribution
- Summarises key decisions and actions
- Closes the meeting
- Gather periodic formal or informal feedback from participants on the value and effectiveness of the meetings held

Meeting Host:

Responsible for the administration of their assigned meeting working with the Chair on:

- Guest speakers
- Logistics: arranging the meeting, venue and any catering
- Action tracking
- Note taking
- Drafts Agenda and Meeting minutes

Working Group Lead:

- To develop terms of reference for the working group
- Chair working group meetings and
- Provide updates to the Steering Committee and Group Members

Working Group:

Working Groups shall report back to the Chair and present progress reports to the Group Members at each meeting.

Treasurer:

Track any expenses associated with the ongoing management of the Group as required.

Meeting arrangements

There will be six meetings per year at intervals of two months

Working groups for specific topics can be held more frequently

The meetings will have a Meeting Host. This role will be rotated through the members of the Steering Committee.

Meetings can be held in person or through video or telephone conferencing.

Reporting

Formal minutes will be distributed by the Chairperson

Action tracking to be issued with minutes, agenda and kept up to date via Sharepoint

Exclusions:

Commercially sensitive information, input into regulation and joint industry submissions.

Resources and Budget

Members are to cover their own costs

Proposals will be tabled to members for projects and initiatives that may require funding and will be opt-in.

Review Period

The Group's Terms of Reference shall be reviewed on an annual basis.

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