

Safety Committee Charter

Objectives

The objectives of the Committee are to assist the Airservices Australia 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.

Membership

The Board will appoint four non-executive Board Members to the Committee, with one appointed as the Committee Chair. In addition, the Board Chair and the Chief Executive Officer will be ex-officio members of the Committee.

The Executive General Manager Safety and Assurance, Executive General Manager Air Navigation Services, Executive General Manager Aviation Rescue and Fire Fighting Services and the Chief Auditor will have standing invitations to meetings of the Committee but may be asked to leave at any time.

The Board Secretary is the secretary of the Committee.

Meetings

The Committee will meet (except where the Board determines otherwise) not less than six 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 Secretary, 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.

The quorum for any meeting of the Committee will be two non-executive Board Members.

Ex-officio members of the Committee will have the same rights as the other members of the Committee, including the right to vote. Ex-officio members will also be counted in determining whether or not a quorum is present.

The agenda for Committee meetings will be determined by the Committee Chair. Minutes will be prepared for each Committee meeting and will be made available to the Board.

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 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;
- consider the completeness and appropriateness of safety, WHS and security reporting to the Board and all external reporting on safety, WHS and security matters;

- review serious safety, WHS and security incidents and monitor the progress to completion of any actions required as a result of such incidents;
- monitor the progress to completion of any actions required as a result of incidents that are WHS related;
- review whether safety, WHS and security priorities are integrated into Airservices' strategy; and
- consider such matters related to the above responsibilities as are referred to the Committee by other Board Committees.

The Committee will perform such other activities related to this Charter as are requested by the Board.

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 purpose 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.

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.

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.

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.

Approved by the Board: 1 December 2016

Effective: Immediately