

Port Industry Health
and Safety Plan
Steering Groups
Terms of Reference

Purpose

The purpose of this document is to define the Terms of Reference (TOR) of the Leadership Group (LG) and the Operational Group (OG) of the Port Industry Health and Safety Plan.

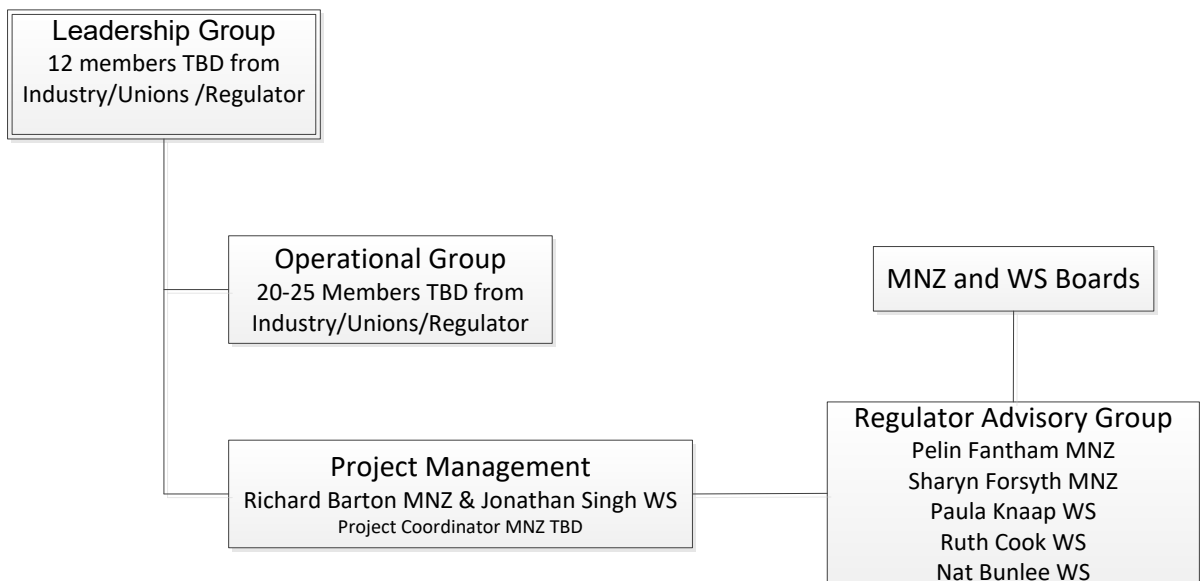
The TOR establishes the mandate, scope and role of the LG and OG members individually and collectively for governing, developing and delivering the Port Industry Health and Safety Plan.

The LG and OG commitment to the roles, responsibilities, and functions outlined in this TOR will provide the foundations to enable the successful delivery of the Port Industry Health and Safety Plan.

The TOR defines the approach for governing the development of the plan. It is acknowledged that future phases may necessitate a review of the TOR including LG and OG roles and responsibilities and membership.

Please refer to the Project Initiation document for context on the scope of the project and its intent.

Organisational Chart



Port Industry H & S Plan Operational Group

The Operational Group is a joint industry, workers and government group tasked with developing a port industry health and safety plan aimed at improving the health and safety performance across the sector.

The OG will work closely with the project team, reviewing materials to identify the main issues affecting health and safety in the port industry. The OG will develop and agree options for key themes and strategic solutions and prepare this for presentation to the Leadership group for review and approval.

Port Industry H&S Plan Leadership Group

The Leadership Group is a joint industry, workers and government leaders' group, collectively accountable for overseeing the delivering the Port Industry Health and Safety Plan. The LG will be governed by an independent chair skilled in facilitation and not unfamiliar with the sector.

The LG will oversee the programme of work and will be guided by the Plans operating principles. The operating principles will be verified and tested in the first LG group meeting.

The LG are responsible for overseeing delivery of a plan that is able to produce a step change in health and safety performance across the sector.

MEMBERSHIP

The OG and LG is made up of leaders from government, workers and industry. The Plan intends to support a higher performing health and safety of the sector for the benefit of the full port industry supply chain. Group members are therefore selected to represent the diversity of perspectives from across the industry supply chain including Port Operators, Stevedores, Harbour Masters, Pilots, Charterers, Exporters and Importers and other regular users of the port.

Members of the LG are well-regarded leaders in the sector at CEO or senior leadership level, with extensive industry experience. They have decision-making authority, are experienced in leading change and have the ability to influence the culture and behaviour of sector participants.

Membership of the OG is also made up of well-regarded leaders in the sector with extensive industry and or technical experience with significant influence within their own organisation, their port and the wider industry. Members of the OG are well connected and will likely be considered experts in their own field and be representing the sector on existing industry groups / associations.

The members of the Groups are listed in Appendix 1.

The LG will provide leadership and oversight and ensure the Plan objectives are met through strategic decision making.

The LG will support and challenge the thinking of the project team and OG and work in partnership with government. The Group will act with collective responsibility and LG members will be responsible for championing the Plan within their spheres of the sector.

The LG Group will provide direction and champion the plan, while the OG group will propose the key plan themes and recommendations for the LG group to approve/consider.

STEERING GROUP MEMBER RESPONSIBILITIES

Role	Responsibilities
Leadership Group Independent Chair	<ul style="list-style-type: none"> • A full member and chair of the LG. • Facilitates decision making in consultation with LG members. • Ensure the Plan Ministers are fully informed on the projects status and progress. • Assist with inviting members to join / retire from the LG. • Call those to account who depart from the principles or do not align with the responsibilities and expectations of the role of the Plans Leadership Group.
Leadership Group members	<ul style="list-style-type: none"> • Accountable for the project's success and the delivery of the Plans vision and goals. • Authorise and empower the Project Team and industry to deliver the plan. • Champion the Plan and drive alignment to ensure stakeholder buy-in. • Proactively drive and advocate for the Plan across all relevant supply chain groups, industry bodies and member organisations through presentations, updates, information cascade etc. • Constructively challenge status quo and other LG members to be bold. • Call those to account who depart from the principles.
Operational Group Chair	<ul style="list-style-type: none"> • A full member and chair of the OG. • A full member of the LG. • Facilitates decision making in consultation with LG members and Project Team. • Assist and help with the delivery of the Plan's visions and goals. • Present to the LG on behalf of the OG to inform on the status and progress. • Assist inviting members to join / retire from the OG. • Mediate on issues between OG members. • Establish focus groups made up of OG members as required to tackle specific plan issues. • Work closely with the Project Team to address out of meeting issues that need attention or decision.
Operational Group members	<ul style="list-style-type: none"> • Empowered to develop the plan on behalf of the LG. • Work collaboratively in work shopping ideas and solutions. • Represents the Plan in discussion with other parties. • Brings industry leadership experience and credibility to the Plan. • Embedding culture of collaboration, as well as holding the OG members to account and calling out where behaviour / actions are not occurring. • Individually answerable to the Chair of the OG for their areas of responsibility within the Plan. • Enable and deliver quick wins as required. • Identification of issues, themes, and plan recommendations/solutions.

OTHER ITEMS TO NOTE

- 1) It is intended that the Crown will pay the expenses associated with the meetings, and members of the Groups will contribute their time and cover their own travel expenses.
- 2) The LG group quorum is 7 members the OG group meeting is 10 members
- 3) Out-of-session approvals for both groups can be sought as required via email.
- 4) The Steering groups will be supported by two project managers. One each from WorkSafe and Maritime who will perform all admin and project management activities as appropriate for the production of the Health and Safety plan.

APPENDIX 1

Port H&S Plan Leadership Group membership

No.	Member	Organisation	Position	Sector perspective
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APPENDIX 2

Port H&S Plan Working Group membership

No.	Member	Organisation	Position	Sector perspective
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