

People & Culture

University Work Health, Safety and Wellbeing

Consultative Committees Procedure

1. Purpose

The purpose of this procedure is to provide details of the membership, terms of reference and operating procedures of the University Work Health, Safety and Wellbeing Committee (UWHSWC) and Local Work Health, Safety and Wellbeing Committees as part of ECU's Work Health, Safety and Wellbeing (WHS&W) consultative committees' structure.

This procedure supports the University to operationalise the Work Health and Safety Policy [PL139] and must be complied with.

2. Who this procedure applies to

This procedure applies to all ECU Workers and Students.

3. Procedure

The [University Glossary](#), the [WHS Definitions Register](#) and the following definitions apply to this guideline:

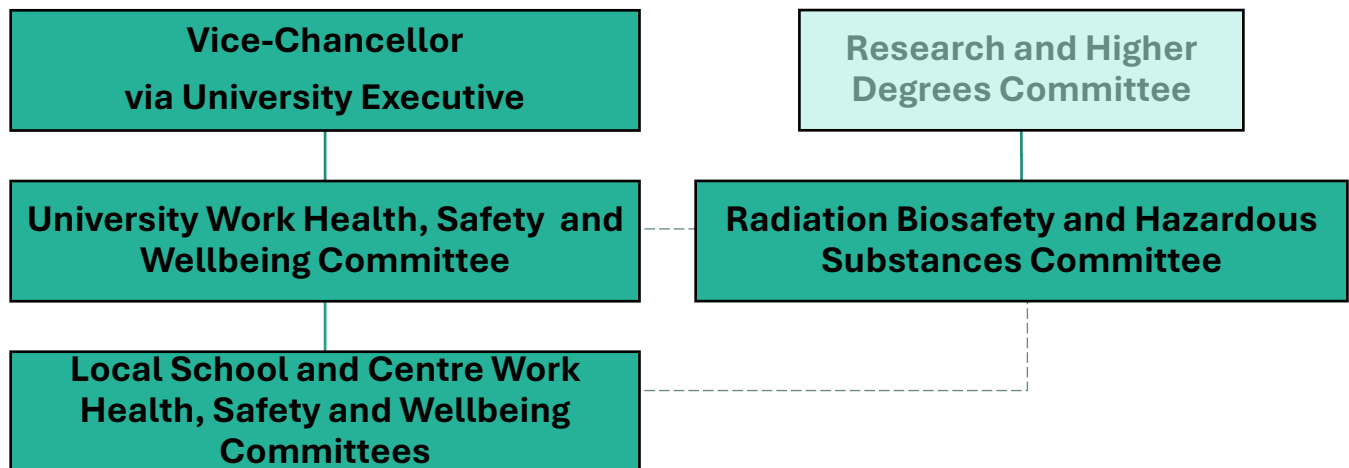
Term:	Definition:
Management Representative	Management Representatives provide input to a committee on behalf of management group of their area/School/Centre and should be at a level of seniority and have the authority to make decisions on behalf of the area they represent.
Wellbeing Representative	Wellbeing representatives provide input to the University WHS and Wellbeing Committee on wellbeing matters on behalf of their local WHS Committee.

4. General requirements

- 4.1. The [WHS Communication and Consultation Guideline](#) outlines the University's consultative committee structure which consists of:
- University Work Health, Safety and Wellbeing Committee (UWHSWC);
 - Local Work Health, Safety and Wellbeing (WHS&W) Committees, which may operate as a combined or separate WHS and Wellbeing committee, depending on the operational needs of each school or work area.

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In addition, the Radiation, Biosafety and Hazardous Substance Committee (RBHSC) reporting to the Research and Higher Degrees Committee, provides linkage to the UWHSWC for WHS&W matters relating to Radiation, Biosafety and Hazardous Substances. Please refer to the [RBHSC SharePoint site](#) for further information, membership and terms of reference.



University Work Health, Safety and Wellbeing Committee (UWHSWC)

Terms of Reference and membership

- 4.2. The UWHSWC has adopted [Terms of Reference](#) that are reviewed at the first meeting of each year.
- 4.3. As required by Section 76 of the Work Health and Safety Act 2020 (WA):
- At least half of the members of the UWHSWC must be workers who are not nominated by the University as the PCBU;
 - At least 1 member of the UWHSWC must be a representative of the University as the PCBU with sufficient authority to ensure that the University's duty is complied with.

In order to meet this requirement, the membership of the UWHSWC should include:

- General members:
 - Chair, Deputy Vice-Chancellor Students Equity and Indigenous as the member of University Executive appointed by the Vice-Chancellor and ECU Officer;
 - Nominated member representing the University Executive and ECU Officer, appointed for a 2-year term;
 - Associate Director, WHS & Wellbeing (Deputy Chair);

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- Work Health, Safety and Wellbeing team members;
- Roles who have delegated accountability for components of ECU's WHS management system as per section 4.2b of the [Work Health and Safety Management System Guideline](#), or their delegate:
 - Senior Manager Buildings and Services;
 - Emergency Management Representative;
 - ECU Legal Counsel;
 - Chief Risk Officer.
- An appointed representative of Student Guild, to provide input on WHS&W matters on behalf of ECU's students;
- Management Representatives providing a cross-section of representation of local WHS&W Committees;
- Wellbeing Representatives from each local WHS&W Committee;
- Health and Safety Representative from each Local WHS&W Committee.

The Committee may invite additional attendees to meetings where specialised knowledge, experience or skill is necessary for the items under discussion.

- 4.4. Each local WHS&W Committee is required to have a nominated proxy to attend meetings should two or more of their representatives be unable to attend. Members should provide the meeting invitation and communicate with their proxy before and after the meeting on matters that arise.

Working group

- 4.5. The UWHSWC may establish Working Groups to research particular issues or assist in the development of special programs. A member of the UWHSWC should be nominated to establish and lead the Working Group and report progress and outcomes back to the Committee.

Operating procedures

Executive Officer

- 4.6. People and Culture (P&C) will provide the Executive Officer support to the UWHSWC in relation to the preparation of agendas, minutes, action register and the circulation of relevant meeting documents.

Schedule of meetings

- 4.7. The UWHSWC shall meet quarterly as a minimum, or at any reasonable time at the request of:

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- the Chair;
- the Vice-Chancellor;
- at least half of the members of the committee.

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- 4.8. The schedule of UWHSWC meetings for the following year will be set by the Chair and Executive Officer prior to the end of the preceding year and invitations extended to members.

Agendas

- 4.9. To ensure the UWHSWC operates in a proactive manner to meet the [terms of reference, standard agenda items](#) should be adopted.
- 4.10. A call for agenda items will be circulated to members at least two weeks prior to the meeting date. Members wishing to place an item on the agenda should provide the Executive Officer with written notice of the item or raise it as other business during the meeting.
- 4.11. The agenda, previous meeting minutes and other documents related to the meeting will be distributed a week prior to the meeting.

Attendance and quorum

- 4.12. A UWHSWC meeting quorum requires the attendance of half the Committee members with this number being made up of at least half the members being Workers rather than Management Representatives. In the event of a quorum not being met, the meeting may continue, however no decisions can be made by the Committee during the meeting.
- 4.13. Members must attend all meetings, and where this is not possible apologies must be provided to the Executive Officer. Where two or more members representing a local WHS&W Committee are unable to attend, the proxy must be notified of the requirement to attend.

Hazard resolution

- 4.14. The [Hazard Resolution Procedure](#) outlines the process for the management of hazards and should be referred to when hazards are unable to be resolved including the issuing of Provisional Improvement Notices and the role of the UWHSWC.
- 4.15. The UWHSWC may have matters referred to them for resolution by the Local WHS&W Committee Chair where attempts to resolve the hazard have been unsuccessful.

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- 4.16. Before an unresolved hazard is added to the to the UWHSWC agenda for discussion, all resolution attempts must have been made in accordance with the [University's Hazard Resolution Procedure](#).
- 4.17. No item should be removed from the action register until the matter has been resolved to the satisfaction of the person who has the authority to manage and control that workplace and the representative/person who reported the matter.
- 4.18. If an issue arises regarding unsatisfactory completion of action items, the [University's Hazard Resolution Procedure](#) should be followed.

Local WHS & Wellbeing Committees

Terms of Reference and membership

- 4.19. Local WHS&W Committees may adopt the recommended [Terms of Reference](#) and should review these terms annually.
- 4.20. As required by Section 76 of the Work Health and Safety Act 2020 (WA) at least half of the members of the Local WHS Committee must be workers including who are not nominated by the University as the PCBU. Generally, these members will be HS Representatives.
- 4.21. Local WHS&W Committee membership remains the responsibility of the member of the Chair and/or the relevant ECU Officer. It is recommended that the members should comprise of at least the following:
 - chairperson, appointed by the ECU Officer;
 - elected HS representatives from each area;
 - elected Wellbeing representatives for each area (if combined with the local WHS Committee);
 - nominated Management Representatives, including Academics where possible;
 - representative from the Work Health and Safety team;
 - other invited representatives as required.

Operating procedures

Executive Officer

- 4.22. The ECU Officer is responsible for assigning an individual from their area of accountability to undertake the role of Executive Officer for the local WHS&W Committee to assist the Chair, in relation to the preparation of agendas, minutes, action register and the circulation of relevant meeting documents.

Schedule of meetings

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- 4.23. Local WHS&W Committees should meet quarterly, as a minimum, or at any reasonable time at the request of at least half of the members of the committee.
- 4.24. The schedule of local WHS&W Committee meetings for the year should be set by the Chair and Executive Officer at the beginning of the year or prior to the end of the year with invites extended to members.
- 4.25. The minutes of each meeting should include the dates of the upcoming meetings.
- 4.26. Emergency meetings of the local WHS&W Committee may be called by:
 - the Committee Chair;
 - the ECU Officer;
 - at the request of at least half of the members of the committee at any reasonable time.

Agendas

- 4.27. To ensure the Committee operates in a proactive manner to raise and manage WHS issues Local WHS&W Committees should adopt the recommended [Local WHS & W Committee Standard Agenda Items](#).
- 4.28. A call for agenda items will be circulated to members at least two weeks prior to the meeting date. Members wishing to place an item on the agenda must provide the Executive Officer or Chair with written notice of the item.
- 4.29. The agenda, previous meeting minutes and other documents related to the meeting should be distributed a week prior to the meeting.

Attendance and quorum

- 4.30. A Local WHS&W Committee meeting quorum requires the attendance of half the Committee members with this number being made up of at least half of the members being Workers rather than Management Representatives. In the event of a quorum not being met, the meeting may continue, however no decisions can be made by the Committee during the meeting.
- 4.31. Members must attend all meetings, and where this is not possible apologies must be provided to the Executive Officer and their proxy notified of the requirement for them to attend in their place.

Hazard resolution

- 4.32. It is expected that all WHS matters that reside under the jurisdiction of the Local WHS&W Committee will be managed and resolved at this level. However, should matters remain unresolved or not within their jurisdiction, the progress and

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escalation of unresolved matters shall be in accordance with the [University's Hazard Resolution Procedure](#).

- 4.33. No item should be removed from the action register until the matter has been resolved to the satisfaction of the person who has the authority to manage and control that workplace and the representative/person who reported the matter.
- 4.34. If an issue arises regarding unsatisfactory completion of action items, the [University's Hazard Resolution Procedure](#) should be followed.

Committee role responsibilities

Committee Chair

- 4.35. To ensure the smooth running of Committee meetings, the Committee Chair, supported by the Executive Officer, is responsible for:
- Maintaining the relevant Committee membership in line with the membership requirements outlined in this procedure;
 - Setting a schedule of Committee meetings each year and communicating this to members;
 - Calling for agenda items from Committee members prior to each meeting;
 - Preparing the agenda and ensuring the meeting invitation, previous minutes and any meeting documents are circulated prior to the meeting;
 - Checking for quorum prior to the commencement of each Committee meeting;
 - Maintaining attendance records, minutes and actions from each Committee meeting and filing these as per University record requirements;
 - Maintaining a record of action items and following up completion with relevant members;
 - Escalating unresolved WHS&W matters to the in line with the [University's Hazard Resolution Procedure](#);
 - Ensuring information relevant to other Committees or groups, such as University Executive and School/Centre management teams, is communicated and/or escalated to these areas in an appropriate timeframe.

Nominated member of University Executive on the UWHSWC

- 4.36. The nominated member of the University Executive on the UWHSWC, supported by the Chair, is responsible for conveying to the Vice-Chancellor:
- recommendations proposed by the Committee;
 - unresolved matters;

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- provisional Improvement Notices (PIN) and notices issued by a WorkSafe Inspector;
 - non-compliance against legislation and University policy.
- 4.37. At the completion of the 2-year term, University Executive may decide to reappoint the member for a further term or appoint a new member.

Members

- 4.38. Members are responsible for attending all Committee meetings and providing formal apologies to the Committee Chair and/or Executive Support when they are unable to attend.
- 4.39. Members of UWHSWC who are unable to attend a meeting are responsible for consulting with other representatives from their Local WHS&W Committee on attendance and, where relevant, advising the proxy of the need to attend if two or more members are unable to attend. In this instance meeting invitations, agendas and supporting documentation must be forwarded to the proxy.
- 4.40. Members are responsible for consulting with and communicating any relevant information from the area they represent to the Committee and providing feedback from the Committee to the area.
- 4.41. Workers who hold membership on a committee as a HS Representative ensure that they are within the appointed term as a HS Representative for the work area they represent. The [Health and Safety Representative Handbook](#) details the process for election and re-election of HS Representatives.
- 4.42. The [Wellbeing Representative Information Sheet](#) provides information to Wellbeing representatives on their role and available resources.

5. Accountabilities and responsibilities

Associate Director, WHS & Wellbeing	The Procedure Owner, the Associate Director, WHS & Wellbeing, has accountability for the content this procedure.
ECU Officers	Accountable for ensuring each member of the health and safety committee is able to spend the time that is reasonably necessary to attend meetings of the committee or to perform functions as a member of the committee, in accordance with the Work Health and Safety Act 2020 (WA) requirements.

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6. Related documents

Legislation	<i>Work Health and Safety Act 2020 (WA)</i>
Operational Documents	Work Health and Safety Communication and Consultation Guideline Health and Safety Representatives Handbook ECU University WHS Consultative Committees Structure Hazard Resolution Procedure Local WHS Committee Standard Agenda Items Local WHS Committee Terms of Reference University WHS Committee Terms of Reference University WHS Committee Standard Agenda Items Wellbeing Representative Information Sheet WHS Management System Guideline

7. Document information

Owner: Associate Director, WHS & Wellbeing	Approver: Associate Director, WHS & Wellbeing
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This document will be reviewed a minimum of every three years.

Revision history:	V1.0 Procedure first approved V2.0 January 2014 – updated for new committee structure V3.0 December 2015 – updated for organisational structure change and removal of Health and Safety Advisory Group V4.0 February 2018 – updated for changes to local HS Committees and inclusion of RBHSC requirements in Appendix B V5.0 June 2020 – updated to include change related to South West Campus Working Group V6.0 August 2022 - updated for Committee restructure with introduction of new WHS legislation in Western Australia. V6.1 3 April 2023 – minor update for inclusion of Associate Director, WHS & Wellbeing and update to WHS Team V6.2 26 November 2025 – rebranding and inclusion of Wellbeing committees
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