



TERMS OF REFERENCE FOR THE BOARD HEALTH, SAFETY AND ENVIRONMENT COMMITTEE (THE COMMITTEE)

Health, safety and environment values

Health, safety and the environment are core business activities and key contributors to the success of Transport Infrastructure Development Corporation (TIDC).

The Corporation is committed to continually improving performance across all three areas.

Objectives

The objectives of the Committee are to:

- Assist the Board in discharging its obligations with respect to health, safety and environment issues.
- Provide a forum for communication between the Board and management in respect to health, safety and environment issues.
- Monitor the effectiveness of the health, safety and environment functions.
- Assist the Board in establishing the strategic direction for health, safety and environmental management.

Role of the Board Health, Safety and Environment Committee

The primary functions of the Committee are to:

- Monitor TIDC's provision of healthy, safe and environmentally responsible working conditions for employees and to deliver transport infrastructure projects in a like manner by reviewing and monitoring the performance of TIDC's:
 - ✓ Health policy framework;
 - ✓ Safety policy framework; and
 - ✓ Environment policy framework
- To provide an effective forum for communication and resolution of health, safety and environment issues.

Committee membership:

The Committee shall comprise of:

- Two non - Executive Directors
- Chief Executive Officer (Director/CEO)
- Safety Expert Advisor
- Environmental Expert Advisor



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- Other invited guests may/will include the General Manager Safety, General Manager Planning and Technical Services and Executive Program Directors

The Chair of the Committee shall be a non - Executive Director.

The Committee may invite other health, safety and environment experts to attend meetings or seek expert advice as needed.

Meetings:

The Committee shall meet on a bi-monthly basis, and hold additional meetings as the Chair deems necessary.

Meetings should be held, where possible, one month prior to the Board meetings.

Minutes:

The Corporate Secretary shall maintain minutes of meetings and keep a record of papers and agendas.

Duties and Responsibilities:

The Committee may consider any matter relating to health, safety and environment issues that it determines to be desirable and make relevant recommendations to the TIDC Board.

Notwithstanding the above, the Committee's responsibilities in respect of each functional area are to:

- Review health, safety and environment policies and monitor the effectiveness of their communication to staff.
- Monitor developments in health, safety and environment-related management methods for incorporation where appropriate into TIDC's policy framework.
- Review TIDC policies on an annual basis.
- Check that TIDC health, safety and environment management frameworks provide adequate information regarding legislative requirements, due diligence, defences, training, insurance and indemnification.
- Ensure that TIDC's obligations in respect of sustainable environmental practice are adequately incorporated within its management policies and system.

Audit:

- Endorse the program of the external and internal auditors on safety/environment.
- Receive assurance that issues arising from interim and final audits are addressed by management.



Safety/environment/sustainability management:

- Review and subsequently verify safety/environment/sustainability systems.
- Review management and/or auditors resourcing of the key functions and the clear definition and acceptance of safety/environment/sustainability accountabilities.

Incident management:

- Review management's response to key safety/environment incidents that occur on the existing operational railway or within TIDC projects; and review management's recommendation as to whether the lessons learned from these incidents have been effectively implemented.
- Review reports from TIDC's management of key safety/environment incidents on other railways and other relevant industries and review recommendations to determine implications for TIDC.

Reporting:

The Committee shall:

- Record proceedings of each Committee meeting and provide them to the TIDC Board.
- Prepare a report to the TIDC Board summarising work performed by the Committee to fulfil its functions.
- Review and endorse TIDC's Annual Rail Safety Report for submission to the Board for approval before it is forwarded to the Independent Transport Safety and Reliability Regulator. This report should include a statement describing the responsibilities and activities of the Committee.

Annual review:

The Committee shall review its performance on an annual basis and make changes to its Terms of Reference to ensure continued effectiveness.