

MARITIME WHS REGULATORS FORUM

TERMS OF REFERENCE: NATIONAL WHS REGULATORS FORUM

Objective

The primary objective of the National Maritime Work Health and Safety Regulators Forum (WHS Regulators Forum) is to provide a forum for members to collaborate on work health and safety issues in the domestic maritime sector.

Role

The Memorandum of Understanding about work health and safety in maritime workplaces sets out a number of areas for collaboration on initiatives designed to enhance safety outcomes for both the international and domestic commercial vessels operating in Australian waters.

The role of the WHS Regulators Forum is to provide a central coordinating forum for maritime safety and work health and safety regulators to discuss safety matters of mutual interest.

Forum members are responsible for:

- Providing policy and operational advice to the forum on their respective jurisdictions
- Advancing collaboration to promote efficiencies in maritime safety education, compliance activities and investigations
- Communicating the outcomes of the committee's work to their respective agency
- Facilitating collaboration between participating agencies where required, and
- Producing an annual forward work plan to inform the focus of the Forum including priorities relating to policy, advice and guidance, and joint operational activities.

The Forum is an advisory body and all proposals developed by the Committee would require the approval of their respective organisations before being implemented.

Membership

Member agencies are:

- Australian Maritime Safety Authority
- Safe Work Australia
- NT WorkSafe
- Office of Industrial Relations Queensland
- SafeWork NSW
- SafeWork SA
- WorkSafe ACT
- WorkSafe Tasmania
- WorkSafe Victoria
- WorkSafe WA

As an inter-governmental committee each agency listed as a member is required to make an initial nomination of a representative who holds an appropriate level of authorisation or delegation within their respective agency.

Observers

Observers may be invited to meetings when it is beneficial to the Forum's discussion and deliberations. The Chair or members with advance notice and approval from the Chair may invite subject matter experts to inform the group on specific topic.

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Secretariat

AMSA will provide the Secretariat for the Forum including assistance with preparation and distribution of papers, preparation and distribution of meeting minutes, and logistics for Forum meetings. The Secretariat will distribute meeting papers no later than 5 business days prior to each meeting. The Secretariat will produce a Communique for publication on the AMSA website highlighting the key areas of discussion, once approved by Forum members.

Meeting arrangements

Frequency

The WHS Regulators Forum will meet a minimum of twice a year. Intersessional work programs for time sensitive activities, or where beneficial to the Forum's work, may be established where required.

Location

Meetings will be conducted in person or via Microsoft Teams. Forum members should advise the Secretariat in advance of their preferred attendance method when confirming attendance at a meeting. WHS Regulator Forum members commit to one meeting per year being held in person, with venue to be agreed between members in advance.

Chair

AMSA will be the Chair for the WHS Regulators Forum.

Quorum

A minimum 60% of WHS Regulators Forum including the Chair, are required to be in attendance (in person or virtually) for any Forum meeting. A proxy may attend a Forum meeting with advance notice to the Chair and the Secretariat.

Absence

Members will notify the Secretariat in advance if they are unable to attend, and a suitable proxy cannot be provided.

Standing Agenda Items

Standing agenda items include the following items by default. Additional items can be included when calls for agenda items are made.

- Acceptance of previous Forum meeting outcomes
- Member Updates
- Safety Data
- Priority Safety Topics
- Other Business

Review

The Terms of Reference will be reviewed annually.

Version Control Table

Version	Date	Nature of Change
1	November 2023	Initial version
2	December 2023	Updated to reflect feedback from WHS Regulators Forum #8