



Queensland Safety Leaders Group Charter

1. OBJECTIVES AND SCOPE

- 1.1 The Queensland Safety Leaders Group (SLG) is established as a sub-committee of the Board under s98 of the [Constitution](#).
- 1.2 This Charter has been approved by the directors to govern the activities of the SLG.
- 1.3 The primary function of the Safety Leaders Group (SLG) is to oversee and steer company activities on behalf of the members of the Queensland chapter of Safer Together, in accordance with the [Strategic Plan](#).
- 1.4 The [Strategic Plan](#) describes Our Commitment and our Guiding Principles. Our Commitment and Guiding Principles are shared, individually and collectively, by all members of the Safety Leaders Group.

2. MEMBERSHIP AND GOVERNANCE

- 2.1 Per s98 of the [Constitution](#), the SLG comprises up to 24 members:
 - Operator Companies (up to 10 positions)
 - Contract Partner Companies (up to 13 positions)
 - Australian Energy Producers (AEP) (1 position)Refer to [Appendix 1](#) for a list of current SLG members.
- 2.2 Member companies may nominate a representative for the purpose of being appointed by the Safety Leaders Group per s34 of the [Constitution](#). This representative must hold a senior executive position with operational accountability within their company. Typically, they will be the CEO, COO, or General Manager of Operations. They must be authorised to commit their company to Safer Together initiatives.
- 2.3 The members of the SLG appoint new members when vacancies arise. When assessing nominations prior to appointing new members the SLG shall seek to maintain the broadest possible industry cross-representation.
- 2.4 The SLG Co-Chairs may remove members for non-attendance and after expiry of their nominal term of service.
- 2.5 The directors may remove SLG members if they believe that:
 - the member has breached the Constitution, or
 - the member's behaviour is causing, has caused, or is likely to cause, harm to the company
- 2.6 The nominal term of service for Contract Partner representatives is 4 years. Usually, natural attrition results in rotating / refreshing the SLG with new members. However,

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should it be necessary to refresh SLG membership by reference to the nominal term of office, no more than 50% of the Contract Partner representatives will change out at one time, to maintain continuity.

- 2.7 Members may appoint a delegate. This delegate is expected to speak/vote with the member's full authority. The delegate should be a senior representative of the member's company, able to commit their company with full delegated authority. The delegate should not be from the HSE Function. It is not necessary to formally appoint a delegate. However, for consistency, it is expected that each SLG member only has one person who will serve as their delegate.
- 2.8 The SLG may invite other stakeholders to attend a meeting as a non-voting observer to assist with its discussions on any particular matter.
- 2.9 The SLG elects 2 Co-Chairs from its members (one from an Operating Company, and one from a Contract Partner Company). These Co-Chairs must be willing to serve as directors, either to fill a casual vacancy per s52 of the [Constitution](#) or to nominate for election by the Members at a general meeting per s51 of the [Constitution](#).
- 2.10 Members of the AEP Qld Health and Safety Operators (HSO) Committee are invited to attend SLG meetings as non-voting observers.

3. ROLES AND RESPONSIBILITIES

- 3.1 SLG Co-Chairs are responsible for:
 - Chairing SLG meetings.
 - Liaising with the Executive Director to finalise the Agenda for each SLG meeting.
 - Representative duties as agreed from time to time with the Executive Director.
- 3.2 As a Group, the SLG is responsible for the following (per the [Manual of Authorities](#)):
 - Reviewing and endorsing the Strategic Plan for approval by the directors.
 - Establishing KPIs and targets to assess performance against the Strategic Plan.
 - Monitoring performance against the Strategic Plan.
 - Developing the Annual Work Plan submission to the directors during the budget approval cycle.
 - Monitoring and steering delivery of the Annual Work Plan, and approving any modifications.
 - Approving launch, re-launch or discontinuation of any Product or Program.
 - Stewardship of Products and Programs.
 - Setting the pricing model for any Products or Programs.
 - Approving new Specifications or amendments to existing Specifications.
 - Monitoring the implementation and effectiveness of Safer Together initiatives.
 - Establishing the annual SLG calendar.

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- Defining the objectives, target audience, theme and agenda of each Industry Safety Forum event
- Overseeing member engagement activities and programs.
- Approving the Regulator Engagement Framework and overseeing/approving engagement with Regulators and Trade Unions.

3.3 Individual SLG Members are responsible for:

- Complying with the [Code of Conduct](#).
- Attending SLG meetings and actively participating in SLG decisions/discussion. Any member of the SLG who fails to attend 3 consecutive meetings or less than 50% of meetings within a 12 month period will have their position on the Group reviewed by the Co-Chairs. This may result in the member's removal from the Group.
- Arriving at SLG meetings prepared to make decisions and engage in discussions, this includes familiarisation with materials circulated as pre-read.
- Meeting their own costs to attend and participate in SLG meetings and Safer Together events.
- Consulting with stakeholders in their own company (particularly members of Working Groups) regarding SLG decision / discussion items.
- Committing their company to lead the Industry in adopting/deploying Safer Together initiatives.

3.4 Working Group Co-Champions are responsible for:

- Being an information conduit / link between the SLG and their Working Group.
- Ensuring that their Working Group develops a clear and agreed Annual Work Plan with goals, actions, responsibilities and milestones for review and formal approval by the SLG, sponsoring Annual Work Plan proposals into the SLG, and steering/monitoring implementation of the approved Annual Work Plan.
- Ensuring that every Work Plan item prepared for SLG approval is supported by a Project Plan, Implementation Plan or Maintenance Plan (as required) and clearly aligned with the [Strategic Plan](#).
- Ensuring that Member companies and frontline workers are consulted in developing Working Group initiatives.
- Sponsoring Working Group proposals for modifications to the Annual Work Plan into the SLG and providing reports and updates about the activities of their Working Group.
- Providing feedback, steer and information from the SLG to their respective Working Groups.
- Seeking SLG endorsement prior to launching any initiative. This should include information about how member companies were consulted during the development of the initiative – and how member company feedback was

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addressed in preparing the initiative for launch. It should also include information on how the initiative will be communicated to the Industry and how implementation and effectiveness of the initiative will be measured against clearly defined KPIs and targets.

- Approving P.O.s and invoice payments as the relevant Budget Holder under the [Manual of Authorities](#).

3.5 Members of the AEP Qld Health and Safety Operators (HSO) Committee are responsible for:

- Collaborating, leveraging HSE expertise and delivering on key tasks/actions assigned by, or proposed to, the SLG.
- Monitoring Industry safety data, identifying emerging HSE or regulatory strategic risks, and making recommendations for SLG consideration, to support the objectives of Safer Together.
- Establishing a sustained positive working relationship with Safer Together member company HSE Managers to guide, challenge and align on priorities and focus areas.
- Providing an interface / focal point for collaboration with: Safer Together WA/NT HSE Advisers Group; AEP EHS Committee; International HSE Forums.

3.6 The Executive Director is responsible for:

- Planning and co-ordinating preparations for, and follow-up of, SLG meetings.
- Creating/collating and disseminating the agenda, pre-read and minutes of each SLG meeting.
- Maintaining the SLG meeting calendar.
- Managing the process for appointing SLG Co-Chairs.
- Managing the process for nominating, selecting and on-boarding new SLG members.
- On-boarding new Working Group Co-Champions.
- Supporting SLG members to fulfil their roles.
- Maintaining and publishing the list of SLG members.
- Maintaining the SLG Contact List.
- Appointing a Support Team Focal Point to each Working Group.
- Coordinating development of the Strategic Plan and the processes and tools for monitoring performance against the Strategic Plan.
- Coordinating the process for developing the Annual Work Plan and the processes and tools for monitoring delivery of the Annual Work Plan.
- Providing processes and tools for managing Work Plan items through their lifecycle.

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4. MEETING MANAGEMENT AND REPORTING

- 4.1 The SLG will meet no less than 9 times a year (notionally every 6 weeks). Notification of SLG meeting dates for the calendar year will be set at the start of that year.
- 4.2 The meeting agenda and any pre-reading will be circulated at least 3 days prior to each meeting. Minutes of each meeting will be circulated within a week after each meeting.
- 4.3 Meeting attendance in person is preferred. However, members may attend by videoconference or by telephone. If a member is unable to attend, their designated alternate representative may attend on their behalf.
- 4.4 The SLG may hold valid deliberations and take valid decisions only if a quorum is met, with at least 3 representatives from the Operating Companies and 7 representatives from Contract Partner Companies.
- 4.5 Decisions of the SLG will generally be by consensus and, where required, by a simple majority of voting members present. There is no formal requirement for SLG members to consult industry sector colleagues, but they may choose to do so if they consider it will improve decision-making about a particular safety matter.

5. WORKING GROUPS

- 5.1 The SLG will
 - establish a small number of Pan-Industry and Industry Sector Working Groups to undertake specific Work Plans to deliver the [Strategic Plan](#).
 - approve set-up of new Working Groups, and disbanding / modifying the scope and reporting lines of existing Working Groups,
 - appoint Working Group Co-Champions.
- 5.2 Membership of the Working Groups is open to all Operating Companies and Contract Partner Companies from either Safer Together Chapter.
- 5.3 Pan-Industry Working Groups will have a minimum of:
 - 1 Co-Champion from each Safer Together Chapter
 - 1 Operator and 1 Contractor Co-Champion
 - 1 HSE Focal Point (from the AEP HSO Committee or the WA/NT HSE Adviser Group)
- 5.4 Industry Sector Working Groups will have:
 - a Chair appointed by the Working Group who will also become a non-voting observer on each SLG that approved the Industry Sector Working Group Charter, or
 - a minimum of 1 Co-Champion appointed by each SLG that approved the Industry Sector Working Group Charter. In the event that more than 1 SLG Co-Champion is appointed to an Industry Sector Working Group, there will be a minimum of 1 Operator and 1 Contractor Co-Champion.

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- 5.5 Each Working Group will be assigned a Support Team Focal Point by the Executive Director.
- 5.6 Each Working Group will develop a Charter, for approval by the SLG.

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