

Mental Health Strategies Working Group

Revised Terms of Reference

Introduction

The Mining Industry Advisory Committee (MIAC) was established in April 2005 under section 14A of the *Occupational Safety and Health Act 1984* (the OSH Act), as an advisory body to the Minister responsible for administration of the OSH Act and the Minister responsible for administration of the *Mines Safety and Inspection Act 1994* (MSIA Act), on matters relating to occupational safety and health in the mining industry.

On 18 June 2015, the Legislative Assembly Education and Health Standing Committee tabled its final report 'The impact of FIFO work practices on mental health. The Standing Committee made a number of findings and recommendations in its report relating to the Mental Health and Mines and Petroleum portfolios.

The Government provided its response to the Standing Committee's recommendations in October 2015, which included the Mining Industry Advisory Committee progressing those relevant recommendations.

To assist in identifying a framework to support good practice for positive mental health wellbeing in the resources sector workplace, it was agreed at MIAC's 14 April 2016 meeting to establish a Mental Health Strategies Working Group.

1. Role of the Working Group

The role of the Working Group is:

- (a) to consider the relevant recommendations in the Standing Committee's report on 'The impact of FIFO work practices on mental Health';
- (b) to examine available research and other resources to support an evidence-based approach;
- (c) to consider strategies to promote positive wellbeing for all resources sector employees, not just the fly-in, fly-out or drive-in, drive-out workforce;
- (d) make recommendations to MIAC in relation to the identification of a good practice framework to support positive workplace mental health outcomes;
- (e) report regularly to the MIAC on its progress and timelines; and
- (f) provide a final report and recommendations to MIAC on or before 30 July 2018.

The role of the Working Group is **not to**:

- (g) consider the:
 - (i) treatment of mental or physical health conditions;
 - (ii) industrial relations or human resources matters which are not directly relevant to workplace safety and health; and
 - (iii) external, non-work related factors which may have an impact on individual wellbeing, but are outside the control of employers; or
- (h) become involved in the day-to-day operations of the MIAC or the Department of Mines and Petroleum;

2. Membership

2.1 The Working Group will comprise the following as a minimum:

- (a) at least **one** member of MIAC as identified in section 4(1) of the *Mines Safety and Inspection Act 1994*, nominated by the Minister responsible for the administration of that Act, **or** the State Mining Engineer as defined in section 6(1) of the *Mines Safety and Inspection Act 1994* as the government member;
- (b) at least **one** member nominated by the Mental Health Commission;
- (c) at least **one** member nominated by the Western Australian Association for Mental Health;
- (d) at least **one** member of those MIAC members appointed on the nomination of the Chamber of Minerals and Energy of Western Australia and the Association of Mining and Exploration Companies Inc;
- (e) at least **one** member of those MIAC members appointed on the nomination of Unions WA; and
- (f) other representatives from government, industry, unions, and experts who have knowledge of or experience in occupational health and safety in the mining industry, as deemed necessary and appropriate by the MIAC.

2.2 The chairperson of the Working Group is to be a member of the MIAC.

2.3 The Working Group may choose to allow its members to nominate a designated proxy in the event the member is unable to attend, other than for a member appointed under 2.1(a).

3. Term

The Working Group will operate until such time as the MIAC determines it has completed its objectives, but will cease on 30 July 2018.

4. Quorum

A meeting of the Working Group requires a quorum of **half** its membership appointed under 2.1(b) to 2.1(f), **and one of the members** appointed under 2.1(a).

5. Frequency of meetings

Meetings of the Working Group will be as agreed by the members.

A special meeting of the Working Group may be convened by the chairperson at any time.

Where the chairperson considers it necessary, an out of session decision may be made by the members, in writing, and that decision presented to the next meeting for ratification.

6. Decision Making

The Working Group's advice and/or recommendations, which are to be presented to the MIAC, will be made by consensus.

Where consensus cannot be reached, the dissenting views of the member/s will be recorded in the minutes and those views will also be presented to the MIAC by the chairperson.

7. Declaration of Interests

A member who has a material interest in a matter being considered or about to be considered by the Working Group must, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature of the interest at a meeting of the Working Group.

Where an actual or perceived conflict of interest is declared, the declaration will be recorded in the minutes of that meeting and entered in a Conflict of Interest Register.

Members will represent the interests of their constituents and should refrain from raising issues of a personal nature at meetings. Such issues can be raised through the usual government and/or departmental channels.

8. Minutes of meetings

Minutes of each meeting are to be recorded and maintained as an official record.

The minutes will be in the form of summarised meeting notes and will provide evidence of the Working Group's decisions and actions, including the delegation of tasks arising from its meetings.

The draft minutes will be circulated within one week of the meeting, as far as is practicable, for members' information only.

The draft minutes will be presented in the agenda papers for ratification at the next meeting of the Working Group.

9. Confidentiality

It is important for members to feel free to contribute honestly and openly, and that there is a level of trust between the members.

All electronic and written documents are provided to Working Group members with the expectation that members will distribute these documents responsibly and only for obtaining feedback from the groups they represent.

No views, documents or information presented during, or outside of, the Working Group's meetings are to be made available to the media without the explicit agreement of the Chair of the Mining Industry Advisory Committee.

10. Code of Conduct

Members appointed to the Working Group are to act in accordance with the Code of Conduct established by the Commission for Occupational Safety and Health, which is based on the *Western Australian Public Sector Code of Ethics*.

11. Communication Protocol

Public comment includes comment made in circumstances where it is reasonable to expect that the comment may reach the wider community. This may include comments made on the internet, in speeches, on the radio, or in the press.

Working Group members will not be required to make public comments concerning the Group, MIAC or the department. This role is likely to be fulfilled by the relevant Ministers or the Directors General.

Members who receive requests or queries from the media are to advise the chairperson of the Working Group of the request. The chairperson will then discuss the request with the chairperson of MIAC before any decision is made as to making a public comment and by whom.

12. Secretariat Support

Executive and administrative support will be provided to the chairperson and the Working Group by the Department of Mines and Petroleum, including:

- (a) advising members of the meeting date by way of a meeting request;
- (b) calling for agenda items four weeks in advance;
- (c) preparing and distributing the agenda and supporting papers for each meeting at least two week priors to the meeting;
- (d) taking minutes of each meeting; and
- (e) coordinating any follow up action as determined in that meeting.

This secretariat support may comprise one or both of the following:

- (i) a senior level Executive Officer – to provide advice on policy and governance matters to the Working Group and to follow up on actions arising from meetings; and
- (ii) a Minute Secretary – to manage the administrative tasks associated with arranging meetings, preparing agenda papers and recording the minutes of meetings.

The meetings may be audio-recorded for the purpose of producing accurate written minutes of the meeting. The recordings will be deleted once the minutes are confirmed as the official record of the meeting.

13. Queries

Any queries in relation to the Working Group should be directed to the Chairperson or the Secretariat in the first instance.

MENTAL HEALTH STRATEGIES WORKING GROUP MEMBERSHIP

Role	Name	Current position
Chairperson	Adrienne LaBombard (On Leave)	Manager, Health and Safety Chamber of Minerals and Energy
	Nicole Roocke (Alternate Member)	Deputy Chief Executive Chamber of Minerals and Energy
Government member	Andrew Chaplyn	State Mining Engineer Department of Mines and Petroleum
	Jessica Crow	Mines Safety Officer-OSH Department of Mines and Petroleum
	Gary Kirby	Director, Prevention Services Mental Health Commission
	Rodney Powell	Senior Scientific/Inspector Scientific Officer WorkSafe Department of Commerce
	Justine McGillivray	Senior Scientific/Inspector Scientific Officer WorkSafe Department of Commerce
Industry members	Simon Bennison	Chief Executive Officer Association of Mining and Exploration Companies
	Jennifer Low	People & Safety Consultant Chamber of Commerce and Industry
	Anthony Cribb	General Manager Corporate Services Dampier Bunbury Pipeline
	Roger Hughes	General Manager HSEQ & Human Resources Macmahon Holdings Ltd
	Kristy Campbell	Manager Health and Mental Wellbeing Rio Tinto
	Rory O'Connor	Woodside
Union members	Owen Whittle	Assistant Secretary UnionsWA
	Mike Zoetbrood	Secretary Australian Workers Union (West Australian Branch)
Expert members	Alison Xamon	President Western Australia Association for Mental Health
Secretariat – Executive Officer	David Eyre	Resources Safety Division Department of Mines and Petroleum