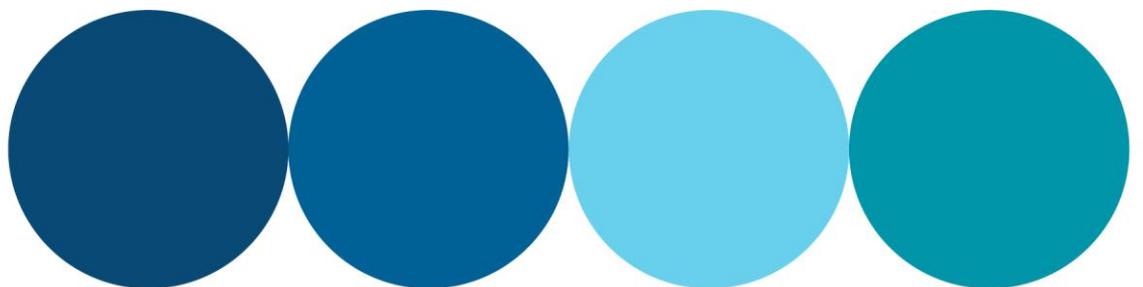
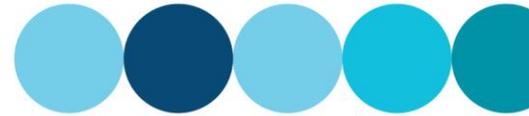


# Charter

Safety and Wellbeing Committee of the Board of the Water Corporation

Approved November 2017





## 1. Purpose

The Safety and Wellbeing Committee (Committee) will support and assist the Board to meet its governance and leadership responsibilities in relation to Occupational Safety & Health policies and performance, to enable employees, contractors and the public to conduct their activities with the Corporation safely and in accordance with relevant legislation.

The Committee's key role is to display leadership and provide oversight of organisational health and safety matters, inclusive of mental health and wellbeing. The Committee enables focus and accountability on continuous improvement towards the goal of Zero Harm through encouragement of the Executive, review of policy proposals, and guiding strategies to enable health and safety to be front of mind within the Corporation.

## 2. Authority

The Safety and Wellbeing Committee has the authority to examine any relevant matters referred to it by the Board or the Executive, or which it chooses to examine in relation to Occupational Safety & Health processes, policies, systems and outcomes as well as any associated issues.

It is the primary way for the Board to hold management accountable for the planning, policy development, review and continuous improvement required to enable the Corporation to progress towards its goal of Zero Harm.

The Safety and Wellbeing Committee is empowered to seek any information it considers necessary to fulfil its duties, including the right to obtain appropriate external advice at the Water Corporation's expense, after discussion with the Chairperson of the Board.

## 3. Composition

Committee members shall be appointed by the Board for a term determined by the Board and will include at least two non-executive directors. The Chair of the Committee shall be an independent non-executive director appointed by the Board.

The quorum shall be one half of the number of members but not less than two members.

In the absence of the Committee Chairperson or appointed delegate, the members shall elect one of their members, who is an independent non-executive director, as Chair for that meeting.

## 4. Meetings

The Committee will meet at least four times a year, with additional meetings convened, as circumstances require, as decided by the Chairperson. The Chairperson will convene a special meeting if so requested by any Safety and Wellbeing Committee member, the Board of Directors or the CEO. All Safety and Wellbeing Committee members are expected to attend each meeting, in person, via telephone or video-conference or similar communications equipment by means of which the Board meetings may be held as provided under the Water Corporations Act 1995 as amended.

The Committee may invite management or others to attend meetings and provide information, as necessary.



The Chairperson will ensure that Committee members receive meeting agendas and all relevant information required by the Safety and Wellbeing Committee, in a timely manner, to enable the Committee to effectively carry out its responsibilities.

The Committee secretary will ensure that minutes of meetings are kept and reports of actions taken or recommended are to be provided to the Chairperson of the Safety and Wellbeing Committee for report at each subsequent meeting of the Board.

As a minimum requirement each Committee agenda will encompass a review of progress on priority matters against plan and management commitments; a review of significant incidents and corrective actions and trends in incidents; and leadership activities relating to health and safety throughout the Corporation.

### **5. Responsibilities**

The Committee will carry out the responsibilities set out in the Safety and Wellbeing Committee - Responsibilities outlined in Attachment A.

In carrying out its responsibilities the Committee will recognise the requirements of the Occupational Safety and Health Act 1984, the Water Corporations Act 1995 and other applicable legislation.

### **6. Review of Charter**

The Committee will review this Charter and make recommendations to the Board in relation to any proposed changes every two years, or as required. The Board may review and amend this Charter at any time.

## Attachment A: Safety and Wellbeing Committee – Responsibilities

### A. OCCUPATIONAL SAFETY AND HEALTH

1. Oversight of Water Corporation Occupational Safety & Health (OSH) management to promote a culture which values health and safety throughout the Corporation and aspires to best practice;
2. Provide effective leadership on all health and safety matters, including mental health, through policy and process review and guidance, oversight of the Corporation's consideration of emerging health and safety themes, and effective review of incident statistics, trends and corrective actions;
3. Overview and provide guidance to the effectiveness of the Corporation's key OSH policies and systems and corresponding OSH performance;
4. Consider audits and reports in relation to OSH systems, processes and resourcing and compliance;
5. Overview Management's response to developments in relevant OSH legislation and regulations or gaps the Corporation believes need to be rectified;
6. Overview safety related issues that have significant strategic, business or reputational implications and monitor management of those issues; and,
7. Perform any specific activities as requested by the Board.

### B. INTERNAL COMMUNICATION and REPORTING

1. Report to the Board of Directors at each meeting about Safety and Wellbeing Committee activities, issues and emerging trends, and any related recommendations, including making the Board aware of safety matters which are likely to significantly impact the Corporation's business;
2. Members may communicate with any employee or contractor on safety matters with appropriate advice to management; and,
3. The Committee will at least once annually visit a Corporation field site or activity where a significant health and safety issue is being dealt with, view the activity and participate in a review of the activity with the people involved.

