

# Charter of the People and Safety Committee of the Board – Water Corporation

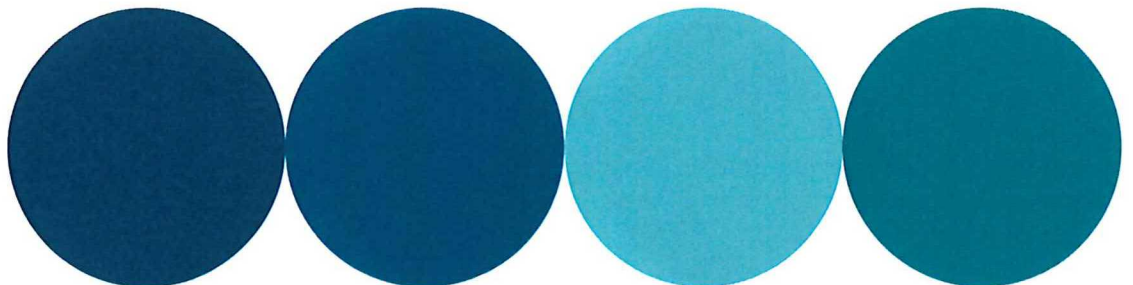
Approved:

*Ross Love*

Chairman

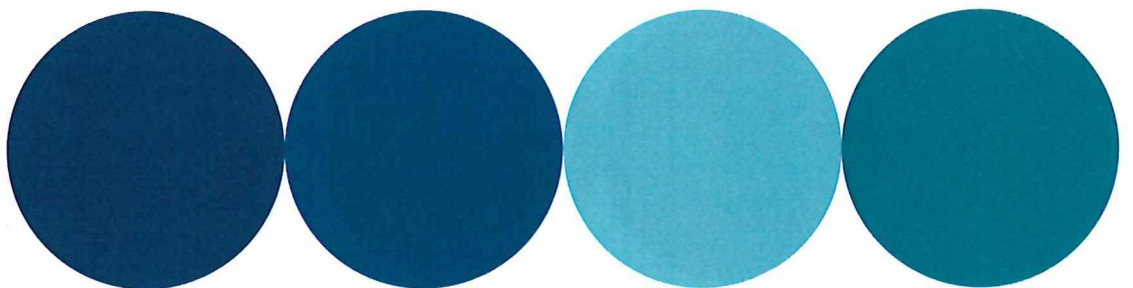
Board of the Water Corporation

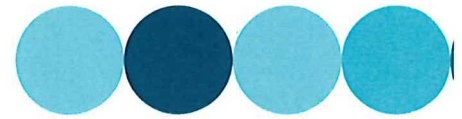
28 June 2022



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## 1. PURPOSE

To ensure the safety and wellbeing of all who interact with Water Corporation and the organisation's compliance with all applicable safety and workplace laws and regulations, and that the Corporation realises its vision and objectives of 'Safe for All' and 'Great Place to Work'.

The People and Safety Committee ('the Committee') will assist the Board to oversee the Work Health & Safety and Human Resource strategies, policies and performance of the Corporation. The Committee provides strategic oversight and governance to ensure that the Corporation:

- Complies with relevant Employment and OHS legislation and State Government policies;
- Has adequate strategies, resources, policies and programs to achieve strategic priorities; and
- Possesses the leadership, culture and capabilities required.

In order to assist the Board to 'set the tone at the top', the Committee provides strategic direction and guidance, makes relevant enquires and role models people and safety leadership.

The Committee refers matters to the Board for approval or discharges authority delegated by the Board.

## 2. AUTHORITY

The Committee is empowered to assist the Board to fulfil its governance obligations by applying specific focus and their experience/expertise to all matters relevant to our people, their safety and the safety of the public (and third parties).

The Committee has the authority to examine any matters referred to it by the Board, or which it chooses to examine, in relation to Work Health & Safety and Human Resources, including the leadership and culture of the Corporation. This includes, for example, strategies, plans, policies, systems, frameworks, performance, incidences, complaints, risks and associated issues.

The Committee provides input into the Corporation's objectives, and ensures clear management accountability for the performance and continuous improvement of plans, policies, systems and programs etc. The Committee offers feedback and guidance to management to aide continuous improvement.

The Committee is empowered to seek any information it considers necessary to fulfil its duties and to obtain appropriate external advice at the Water Corporation's expense (in consultation with the Chairman of the Board).

## 3. COMPOSITION

The Board appoints the Committee members for a specified term, comprising at least two non-executive Directors; and the Board appoints one of these non-executive Directors as Chairperson of the Committee for a specified term.

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 Committee will elect one of its non-executive Director members as the Chairperson for that meeting.

## **4. MEETINGS**

The Committee will meet at least four times a year, and the Chairperson may convene additional meetings at the request of the Board, any Committee member, one or more Directors of the Board or the Chief Executive Officer.

All 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).

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

The Committee may invite management or others to attend meetings and provide information and advice.

The Chairperson will ensure that Committee members receive meeting agendas, papers and relevant information in a timely manner, so the Committee can carry out its responsibilities effectively.

The Committee Secretary will prepare the minutes and retain all relevant records, including actions and decisions. The Secretary will provide the Chairperson with the minutes and actions on or before the subsequent Board meeting.

## **5. RESPONSIBILITIES**

The Committee will carry out the responsibilities set out in Appendix 1. The Committee will take all reasonable steps to enable the Director's to fulfil their obligations under the Work Health and Safety Act 2020 (WA), the Fair Work Act (2009) (WA) the Water Corporations Act (1995) (WA) and all 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.

### **APPENDIX 1: COMMITTEE RESPONSIBILITIES**

1. Oversee the Work Health & Safety management and Human Resource (HR) management of the Corporation to verify ongoing compliance with the *Fair Work Act 2009*, the *Water Corporations Act 1995*, the *Work Health and Safety Act 2020* and all other applicable

legislation (including in response to changes in legislation or regulatory requirements). Monitor compliance risks, serious non-compliance events and incidents and associated controls and corrective measures.

2. Monitor organisational OSH and HR performance (including against Board Scorecard and Corporate Objectives) and evaluate progress against strategic objectives and key strategic projects or programs.
3. Foster a culture in which the health, safety and wellbeing of the public, employees and contractors is paramount. Examine relevant areas of the Corporation in sufficient depth to assure compliance, performance and continuous improvement, setting a positive tone for the Corporation. This includes via onsite observation, consultation and meaningful interaction with employees and worksites.
4. Monitor the organisational culture and the engagement and wellbeing of the workforce overall. Assess the integrity and conduct of the Executive and recommend actions required to uphold the integrity, ethical standards and values of the Corporation. Encourage the Directors to demonstrate behaviours that demonstrate and reinforce the target culture of the Corporation.
5. Maintain oversight of any safety (including public) and employment issues that have significant strategic, business or reputational implications, to ensure effective management;
6. Encourage management to consider the wider economic, social, political and environmental context, including key and emerging trends, technologies, risks and opportunities;
7. Ensure the Directors have sufficient information to discharge their obligations under OSH legislation. Refer information or advice on matters of importance to the Board, including the Committee's recommendations;
8. Endorse the Corporation's remuneration policies and oversee its application;
9. Provide input into annual setting of Chief Executive Officer and the Executive team performance objectives and development plans. Provide input into the Chief Executive Officer and Executive appointment, remuneration and incentive, contractual terms and separation payments. Oversee succession plans for the Executive and critical roles of the Corporation;
10. Ensure Director's remuneration is reviewed by appropriately skilled independent parties. Ensure that appropriate development and succession plans are in place for the Board and its committees;
11. Any other specific action requested by the Board.

