



## **SAFETY, HUMAN RESOURCES, ENVIRONMENT AND PUBLIC HEALTH COMMITTEE**

### **CHARTER**

#### **Role**

The role of the Safety, Human Resources, Environment and Public Health Committee (the Committee) is to assist the Board in fulfilling its responsibilities relating to:

- Workplace health and safety,
- Human resource management and development,
- Employee remuneration and performance management,
- Environmental management and compliance, and
- Public health performance and compliance.

#### **Membership**

- The Committee and Chairman will be appointed by the Board
- The Committee will comprise at least three Directors of the Board
- Committee membership will be for an initial term of three years
- The Chief Executive Officer and relevant Executive Managers will attend meetings by standing invitation.
- Other Corporation managers, internal auditors, external auditors and other advisors will attend by invitation.

#### **Meetings & Reporting**

- The Committee will meet at least three times each year.
- A quorum for any meeting will be two members of the Committee.
- Other meetings may be called by the Chairman of the Committee at the request of any Committee member or the Chief Executive Officer.
- The Corporate Secretary or such other person as nominated by the Committee will be responsible for establishing the meeting agenda in consultation with the Chairman and for keeping meeting minutes.
- The Chairman of the Committee will authorise the minutes as an accurate record of the meeting at the next meeting of the Committee.
- The Chairman of the Committee will report significant issues arising from the previous Committee meeting and provide meeting minutes to the next available Board Meeting.
- The Committee will prepare an annual report on its activities.

## **Duties and Responsibilities**

The purpose of the Committee is to assist the Board in ensuring that:

- The Corporation defines, embraces and promulgates an ethical culture in which integrity is central to all aspects of the business.
- Appropriate policies relating to human resources; safety, environmental sustainability and public health are developed and understood across the organisation.
- Strategies exist to affect these policies.
- Efficient and effective monitoring mechanisms are in place to monitor compliance with external regulations and internal company policies.

In the course of fulfilling its purpose the Committee will:

### **Safety <sup>1</sup>**

- Evaluate the adequacy and effectiveness of the Corporation's workplace health and safety policy and procedures with particular reference to achieving ongoing improvement.
- Overview the organisation's response to all lost time injuries and major incidents.
- Identify major risks and where relevant, make recommendations to the Board on directing capital expenditure to reduce these risks.
- Monitor the Corporation's workplace health and safety performance (and that of its contractors) including review against key performance indicators, progress of and management response to audits, and the comparison of performance against industry benchmarks.

### **Human Resources**

- Evaluate the adequacy and effectiveness of the Corporation's human resources policies and strategy.
- Monitor compliance with Human Resources policies and strategy.
- Overview the implementation and effectiveness of the Corporation's cultural alignment program.
- Ensure that there is an appropriate strategy in place relating to executive and senior management remuneration (including a performance management scheme) and make recommendations to the Board relating to the Chief Executive Officer's remuneration.
- Ensure there is an appropriate strategy in place relating to establishing workplace remuneration arrangements and associated working conditions.
- Monitor and assess compliance with applicable laws and regulations.
- Identify and oversee any special projects or investigations deemed necessary.

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<sup>1</sup> Protecting the safety of our people is distinguished from managing the safety of assets and infrastructure which falls within the Charter of the Audit & Risk Committee

## **Environment and Public Health**

- Evaluate the adequacy and effectiveness of the Corporation's environmental and public health policies and strategies with particular reference to achieving continuous improvement.
- Ensure that effective processes and procedures are in place to identify and manage the Corporation's environmental and public health risks.
- Review, assess and monitor the Corporation's environmental and public health performance (and that of its contractors) including review against key performance indicators, monitoring management response to audits, review of remedial actions and the comparison of performance against industry benchmarks.
- Monitor the Corporation's compliance with applicable environmental and public health legislative and regulatory obligations.
- Ensure systems are in place to identify and manage stakeholder interests related to environment and public health risks, and to monitor the effectiveness of such systems.
- Overview the organisation's response to all major environmental and public health incidents.
- Identify major risks and where relevant, make recommendations to the Board on directing capital expenditure to reduce these risks.
- Identify and oversee any special projects or investigations as appropriate.

## **Resources**

- The Committee may consult and seek information from any employee of the organisation (with the knowledge of the Chief Executive Officer).
- The Committee may, with the consent of the Board Chairman, seek independent expert advice at the organisation's cost as necessary, to effectively discharge its responsibilities.

## **General**

- The Committee will review its own performance annually.
- The Committee will review its Charter annually.

## **Authority**

The Committee has the authority to:

- Note management reports provided to the Committee;
- Recommend a submission for approval or noting by the Board with or without amendment; and
- Defer a submission.

## **Review of Charter**

Endorsed by the Committee: 4 June 2009  
Approved by Board: 23 June 2009  
Next Review: June 2012