

# Safety, People and Capability Committee Charter

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## Purpose

1. The purpose of this Board established Committee (**Committee**) is to assist the Board in fulfilling its people and safety responsibilities.
2. The purpose of this charter (**Charter**) is to outline the role of this Committee and how it will undertake its activities.

## Role of the Committee

### Safety and Environment

3. The Committee will:
  - a. review and monitor workplace health and safety, and general environment (WHSE) strategies, policies and targets. WHSE matters do not extend to public health or catchment protection matters;
  - b. review and monitor the delivery of the WHSE strategy and the WHSE management system;
  - c. review and monitor WHSE key performance metrics and trends, including details of any serious incidents or near misses investigated and/or reported, including any associated action plans for rectification or improvement;
  - d. Review and monitor compliance with regulatory requirements associated with WHSE matters including any audit undertaken in respect of this compliance;
  - e. review and monitor the development and implementation of a strategy to assess contractor and any other third-party WHSE performance; and
  - f. review and monitor the adequacy of systems for managing and reporting actual or potential WHSE incidents.

### People and Culture

4. The Committee will:
  - a. oversee the talent and workforce planning approach;
  - b. review and monitor the delivery of the People and Culture strategy;

- c. review and monitor the People and Culture key performance and trends;
- d. oversee the learning, development and leadership approach;
- e. oversee matters relating to culture and engagement, including any relevant culture survey results, best practice principles, and reports from regulators or government authorities; and
- f. review and monitor the development and implementation of the diversity policy, including progress towards achieving any Board agreed diversity targets.

### Succession Planning and Executive Development

- 5. The Committee will review and consider succession planning and development for the executives.

### Remuneration

- 6. The Committee will:
  - a. review and make recommendations to the Board on the remuneration framework;
  - b. oversee remuneration policies and remuneration practices; and
  - c. oversee remuneration levels and reviews and to make recommendations to the Board in relation to the annual remuneration reviews of the CEO and executives, including annual performance against set targets.

### Reporting to Audit and Risk Committee – Assurance Activities

- 7. The Committee will receive internal audit reports, as relevant to the role of this Committee, and set out in the *Annual Internal Audit Plan*, and monitor the implementations of the recommendations.
- 8. The Committee will provide a summary report to the Audit and Risk Committee (on an annual basis) on the assurance activity overseen by this Committee in relation to identified workplace health, people and safety, and general environment risks.

### Committee Meetings and Processes

- 9. The processes and protocols applying to this Committee and the conduct of the Committee's business will be in accordance with the *Protocols for WaterNSW Board Committees*.

## Committee Charter

10. This Charter was approved by the Board on 26 June 2019.