
**SAFETY, SUSTAINABILITY AND INNOVATION
COMMITTEE CHARTER**

Version No: V2
Approved By: WPW Board
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This Charter sets out the Safety, Sustainability and Innovation Committee (“the Committee”) objectives, authority, composition, roles and responsibilities, procedures, performance, and reporting and administrative arrangements.

1. Purpose

The purpose of the Safety, Sustainability and Innovation Committee (“the Committee”) is to assist the Board to oversee its responsibilities and to meet its governance requirements in regards to workplace health and safety, sustainability, innovation and environmental management.

2. Scope

- 2.1 The Committee is formally appointed by the Board and is responsible to the Board.
- 2.2 The Committee has authority to obtain any information it requires from management in order to discharge its duties in line with its responsibilities.
- 2.3 The Committee is responsible for the oversight of:
 - 2.3.1 Workplace health and safety obligations
 - 2.3.2 Environmental performance
 - 2.3.3 Key innovation strategies
 - 2.3.4 The application and delivery of key new sustainability projects and initiatives
- 2.4 The responsibilities of the Committee may be revised or expanded in consultation with or at the request of the Board.
- 2.5 The Committee Charter is subservient to the Board Charter; i.e. the Board Charter is the overarching Charter that provides direction to the Board and Committees and each Committee must comply firstly with the Board Charter, and then with the Committee Charter. If in any case the Committee Charter is silent on any matter, the Board Charter presides. In any case of confusion or contradiction, the Board Charter presides.
- 2.6 The Committee does not hold any delegated decision making authority and must defer to the Board on all matters requiring a decision.
- 2.7 The Committee may obtain expert advice where appropriate following consultation with the Chair of the Board.

3. Composition and Term

- 3.1 The Committee will include at least three members, two of whom must be non-executive directors.
- 3.2 The Committee must include a majority of non-executive directors.
- 3.3 The Board will appoint the members of the Committee.
- 3.4 Appointment to the Committee will be for a period as determined by the Board and members may be progressively rotated to maintain continuity.
- 3.5 The duties and responsibilities of the members of the Committee are in addition to the regular duties of a Director of the Board.
- 3.6 The Chair of Board will appoint the Chair of the Committee noting that the Committee Chair:
 - 3.6.1 Shall be a non-executive director of the Board;
 - 3.6.2 Shall be appointed Chair for a period no longer than 24 months;
 - 3.6.3 Can not be the Chair of the Board; and

- 3.6.4 Where the Committee Chair is not present at a Committee meeting, the Committee must appoint a member of the Committee to preside as Chair.
- 3.7 The members, taken collectively, will have a broad range of skills and experience relevant to the operations of WPW.
- 3.8 Membership will be reviewed periodically but at least once every two years.
- 3.9 An annual review of the Committee will be undertaken which shall be incorporated with the annual performance review of the Board.

4. Responsibilities

The responsibilities of the Committee are as follows:

- 4.1 ***Workplace Health and Safety:***
 - 4.1.1 Review the effectiveness of WPW's policies and procedures for a safe and healthy workplace.
 - 4.1.2 Review and monitor WPW's systems for achieving compliance with relevant statutory workplace health and safety obligations.
 - 4.1.3 Monitor WPW's Workplace Health and Safety (WHS) performance and compliance including progress of audit actions, review of remedial actions and the comparison of performance against industry benchmarks.
 - 4.1.4 Monitor the work and progress of the Health & Safety Committee.
 - 4.1.5 Provide a forum that encourages a culture where safety is owned by all employees and key contractors in their everyday activities.
 - 4.1.6 To encourage continuous improvement in safety practices throughout the organisation.
- 4.2 ***Innovation, Sustainability and Environmental Management:***
 - 4.2.1 Review WPW's key innovation, sustainability and environmental strategies to ensure consistency with vision, strategic direction and the expectations of key stakeholders
 - 4.2.2 Review and provide guidance to the Board in regard to opportunities for innovation.
 - 4.2.3 To make recommendations to the Board on the strategic direction(s) and continuous improvement in relation to innovation, sustainability and environmental management.
 - 4.2.4 Review the effectiveness of WPW's policies and procedures for environmental management.
 - 4.2.5 Review Environmental management controls and activities to ensure the Corporation meets its environmental obligations.

5. Meetings

- 5.1 The Committee is to meet not less than twice a year.
- 5.2 Additional or ad-hoc meetings can be held where the Board Chair or Committee Chair deems necessary.
- 5.3 Meetings of the Committee may be held face-to-face or by any technological means by which members can participate in a discussion.
- 5.4 A quorum will be two members.
- 5.5 Meeting agendas and supporting documentation will be provided in line with the protocol for the production of Board papers.
- 5.6 The proceedings of all Committee meetings will be minuted to reflect work done by the Committee to address its roles discharge its functions.
- 5.7 Minutes shall be approved by the Committee and signed by the Committee Chair.

- 5.8 Committee members will declare any conflicts of interest at the commencement of each Committee meeting.

6. Reporting

- 6.1 The Committee reports to the Board on all matters within its charter and provides advice and recommendations to facilitate decision-making by the Board and management.
- 6.2 The Chair of the Committee will report to the Chair of the Board as necessary.

7. Performance

- 7.1 All members of the Committee are required to take appropriate and timely action to ensure they have the requisite understanding of the water industry to enable them to discharge their responsibilities.
- 7.2 New members will be inducted to the Committee by the Managing Director and the Committee Chair.

8. Review

This Charter is to be reviewed by this Committee every two years. This Charter will continue in operation until replaced by a subsequent version or rescinded.