

# Group Work Health Safety and Environment Committee

## 1. INTRODUCTION

The Board of St George Community Housing Limited (including its controlled entities) (together “the Boards” for collectively “the Group”) have established a Work Health Safety and Environment Committee (“Committee”) to assist the Board in its oversight of safety, health and environment (SH&E) matters arising out of SGCH’s activities as they may affect its employees, contractors, customers and the local communities in which it operates.

The purpose, members, responsibilities and powers of the Committee are set out in this Charter.

## 2. PURPOSE

The Board's Workplace Health, Safety and Environment (WHSE) Committee will assist the Board by monitoring:

- key risks to the business in the areas of safety, occupational health and environmental issues;
- SGCH's compliance with relevant laws, regulations and SGCH operational policies and standards;
- the culture that management is promoting within the company to promote compliance with and responsibility for WHSE;
- the establishment and tracking of measurable workplace health, safety and environment objectives and targets, including recognising and celebrating their achievement;
- the impact of changes in WHSE legislation, community expectations, research findings and technology;
- the potential for SGCH liability arising from any WHSE issues;
- SGCH's relationship with, and activities in, the local communities in which we operate; and
- SGCH's strategic and operational approach to the environment and sustainability

The Committee will work in conjunction with other Board committees to assist the Board to fulfil its responsibility to Members, Customers, the Communities in which we work, employees and other stakeholders to ensure the Group has and maintains appropriate corporate governance procedures.

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### 3. COMMITTEE ROLE AND RESPONSIBILITIES

The Committee assists the Board in its oversight of safety, health and environment matters. The role of the Committee does not displace the obligation of each Director and Officer in relation to workplace health and safety and environmental matters. The key role and responsibilities of the Committee includes:

- (a) proactively review and provide guidance on SH&E policies, initiatives, risk exposure, targets and performance of SGCH and, where appropriate, of its suppliers, consultants, contractors and other third parties
- (b) monitor and review evidence of management commitment to a safety culture and indications of this being embedded in the organisation
- (c) review the work health and safety management systems in place at SGCH including the safety culture and appropriateness of resourcing
- (d) review reports from Management and analysis of health, safety and environmental performance, including details of any serious incidents or near misses investigated and / or reported; processes and resources for responding to this information, including any associated action plans for improvement or rectification;
- (e) review and monitor compliance with regulatory requirements associated with health, safety and environmental matters;
- (f) review and monitor processes to assess contractor, consultant and other third-party health, safety and environmental performance;
- (g) review and monitor the adequacy of systems for managing and reporting actual or potential health, safety and environmental incidents, including any crisis management plans;
- (h) report to the Audit and Risk Committee on the effectiveness of the risk management framework in respect of identified SH&E matters;
- (i) identify and refer matters to the Development and Construction Committee regarding specific construction projects and the related effectiveness of D&C contractor procurement, management and monitoring with regard to HS&E.

### 4. MEMBERSHIP

- All Committee members must be non-executive Directors. The Chair should not be the Chair of the Board unless the Board determines otherwise. The Committee will comprise a minimum of three members.
- The Board will appoint the Committee members (including the Chair) and may remove or replace the Chair and Committee members by resolution.
- The CEO shall have a standing invitation to attend the Committee meetings as a non-voting ex-officio member.
- All Directors of the Board have a standing invitation to attend Committee meetings, and should inform the Chair of their intention to attend.
- Members of management and external consultants may attend Committee meetings at the invitation of the Committee Chair.

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- The Committee is entitled to have access to and meet with advisors including legal advisors without executives or management of the Group being present.
  - It is intended that all members of the Committee should be familiar with Work Health and Safety legislation and good practice risk management

## 5. MEETINGS

- The Committee will meet at least three times per year, or more frequently as necessary.
- A quorum for any Committee meeting will be two members.
- All Directors of the Board are entitled to receive copies of Committee papers.
- The Secretary of the Committee will be the Group Company Secretary or their appointed delegate.
- The Committee agenda and papers will be circulated to the Committee members within a reasonable period in advance of each Committee meeting.
- The Committee may pass a resolution without a Committee meeting being held.
- If the Committee Chairman is not present within 15 minutes after the time appointed for holding a Committee meeting, the Committee members will choose one of their number as Chairman of the meeting.
- The Group Company Secretary or their nominee will be responsible for keeping minutes of Committee meetings. Minutes shall be distributed for approval to all Committee members and signed by the Chairman within one month.

## 6. REPORTING

- The Committee will make recommendations to the Board and the Chair of the Committee will provide regular updates to the Board about the Committee's activities.
- Minutes of each Committee meeting will be tabled at the next Board meeting.

## 7. ACCESS TO INDEPENDENT ADVICE

- The Committee collectively, and each Committee member individually, has the right to seek independent professional advice as they consider necessary to fulfil their responsibilities and permit independent judgment in decision making, subject to the approval of the Chair of the Committee at the Group's expense.
- A Committee member will consult the Chair or the CEO before obtaining advice and the policy of the Board is that external advice will be made available to all Directors unless the Chair agrees otherwise.



## 8. SPECIFIC DELEGATIONS FROM THE BOARD

The Committee is convened to provide advice to the Board and does not have a standing delegated authority. From time to time the Board may refer a specific program, project or initiative to the Committee to scrutinise, review and approve. Such a referral will include specific delegation of authority to the Committee for financial commitment and other parameters.

## 9. REVIEW

This Charter will be reviewed every two years or more frequently as required.

## 10. APPROVAL

This Charter was approved and adopted by the Board on 27 March 2020