



## 1. Purpose and Outcomes

The purpose of the People, Safety and Performance Review Committee is to strategically oversight and monitor the effectiveness of the relevant organisational frameworks and functions, including:

- a) to promote a culture of open communication, trust, transparency and accountability across LLS, whilst actively promoting 'one LLS';
- b) to be delegated 'endorsement' powers, with the Board of Chairs (BoC) retaining all approval powers within the BoC's authority; and to
- c) to provide independent assistance to the BoC by monitoring, reviewing and providing advice about LLS's management practices related to people, safety and performance.

At the end of these meetings throughout the year the Committee will have:

- a) oversight of outcomes achieved that contribute towards the goals and strategies of the State Strategic Plan;
- b) an understanding of future actions and activities with regards to upcoming People, Safety and Performance practices.

## 2. Scope

The scope of the issues addressed at this Committee will include:

- Culture strategy;
- Capability development across LLS;
- Succession planning and talent management;
- Indigenous significant programs;
- WHS obligation oversight;
- Safety management system implementation; and
- Performance oversight on people-management related matters.

## 3. Meeting Frequency

The Committee will meet at least 4 times per year with 75% of meetings held via teleconference.

## 4. Membership

The membership of the meeting consists of 1 Chair and 3 Board Committee members.

A nominated representative of the Senior Executive Team (SET), likely to be the Director, Corporate Operations, the Manager, People and Performance or a General Manager, will informally sit on the Board Committee in the role of observer. They will provide management/operational input and perspective on matters considered by the Committee when called upon by the Committee Chair.

Operational transparency of the Board Committee's focus areas will be provided to the Director, Strategy, Performance & Governance and Director, Corporate Operations to ensure, on behalf of the BoC, holistic coverage of operations (and no cross over) and managing of LLS brand and reputation.

## 5. Roles and Responsibilities

The roles and responsibilities are outlined below:

**Meeting Chair:** With the Convenor, design meeting agendas and the forward plan to ensure the delivery of the Committee's mandated accountabilities. Run the Committee meetings in alignment with the requirements of this Charter and any additional matters requested by the Board.

**Convenor:** Director, Corporate Operations is accountable for convening the Committee (assisting the Chair) including the oversight of the development of papers, a forward plan of matters for the Committee and the facilitation of matters from the Committee to the Board for approval. As required, the Manager, People and Performance may assist this role.

**Secretariat:** The minute taker at the meeting, who is also responsible for managing the Action item list.

**Meeting members:** It is the responsibility of all meeting members to complete any required pre-reading in advance of the meeting. Meetings are held with the expectation that pre-reading of agenda and submitted papers has been completed prior to the meeting.

The Committee has no executive powers, unless the LLS Chair of Chairs has delegated such powers to it

The Committee is directly responsible and accountable to the BoC for the exercise of its responsibilities. The Committee must at all times recognise that primary responsibility for the management of LLS rests with the LLS Chair of Chairs, who is the appointed Agency Head.

The responsibilities of the Committee may be revised or expanded in consultation with, or as requested by, the BoC from time to time.

## 6. Authority, Escalation and Reporting

The Committee Chair is accountable for providing the BoC with regular updates on strategically significant matters considered by the Committee (at the next meeting of the BoC after the Committee meets).

The meeting Chair will have the necessary authority for any decisions reached (in accordance with this Charter). Any decisions exceeding the meeting members' delegation authorities must be escalated to the BoC for approval.

The Committee will regularly, but at least once a year, report to the LLS Chair of Chairs on its operation and activities during the year.

# Local Land Services People, Safety and Performance Review Committee Charter

The Committee Report should include:

- a summary of the work the Committee performed to fully discharge its responsibilities during the preceding year
- details of meetings, including the number of meetings held during the relevant period, and the number of meetings each member attended

The Committee may, at any time, report to the BoC on any other matter it deems of sufficient importance to do so. In addition, at any time an individual committee member may request a meeting with the LLS Chair of Chairs.

## 7. Quorum and Delegations

A quorum will consist of three meeting members (including the meeting Chair). If meeting members are unable to attend, any delegates must be empowered to make decisions. Should the Chair not be available to attend a meeting, the Committee Chair must nominate an alternate in writing to the LLS Chair of Chairs and gain approval before an Acting Chair undertakes the accountabilities of the Chair.

## 8. Independent external advice

The Committee, or an individual member of the Committee, may engage an independent external adviser in relation to any matter before the Committee, at the expense of LLS. Before the external advice is sought, consent must be obtained from the Chair of the Committee and transparency provided to the LLS Chair of Chairs and Director Strategy, Performance & Governance.

## 9. Induction

New Committee members will receive relevant information and briefings on their appointment to the Committee to assist them to meet their committee responsibilities. The Committee Convenor and Chair will undertake this function.

## 10. Committee Performance Review

The Committee will assess their performance against their BoC approved Charter once every 2 years and report to the BoC on the results

The BoC, in consultation with the Chair of the Committee, will establish a mechanism to review and report on the performance of the Committee, including the performance of the Chair and each member, at least annually. The review will be conducted on a self-assessment basis (unless otherwise determined by the BoC) with appropriate input sought from the BoC, the internal and external auditors, relevant management and any other relevant stakeholders, as determined by the BoC.

At least once a year the Committee will review this Charter. This review will include consultation with the BoC. Any substantive changes to this Charter will be recommended by the Committee, and must be formally approved by the LLS Chair of Chairs, under delegation of the BoC.

## 11. Minutes and Actions

All meetings should be minuted and any decisions and actions captured. Actions should be recorded in an action log defining action, responsibility and due date.

Meeting minutes and action logs should be distributed to all meeting members within 5 business days after a meeting. It is the responsibility of each meeting member to review these registers to ensure they reflect what was agreed in each meeting.

For this purpose, the Committee will appoint a person to provide secretariat support to the Committee. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, after approval from the Chair, at least one (1) week before the meeting, and ensure the minutes of the meeting are prepared and maintained.

## 12. Meeting Review

Before the end of each meeting the meeting members should evaluate the effectiveness of the meeting.

Any suggested improvements agreed by the group should be incorporated for the next meeting.

## 13. Meeting Agendas

All meeting agendas will be on the standard Board Committee Agenda Template.

## 14. Meeting Preparation

All papers provided to a Committee meeting are to have been consulted and endorsed by the Senior Management team.